
GUIDE *to* Education


ECS to Grade 12

September 1999

All changes to Alberta Learning requirements contained in this document are effective the first day of the school year as defined by the school authority.

I, Dr. Lyle Oberg, Minister of Learning, in accordance with section 25 of the *School Act*, Statutes of Alberta, 1988, Chapter S-3.1 with amendments in force as of March 26, 1998, authorize this guide for use in Alberta schools.

Note: This message was signed by the Honourable Dr. Lyle Oberg,
Minister of Learning



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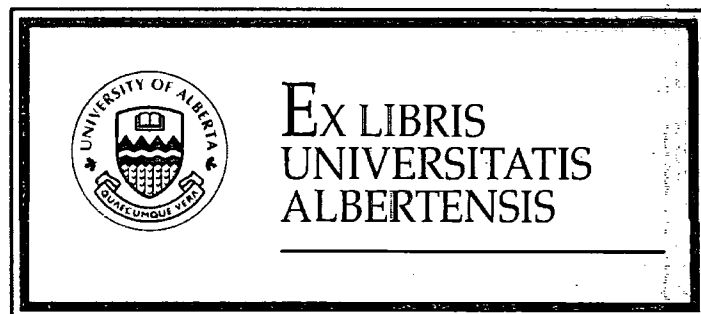
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All references to the *School Act* are to the Statutes of Alberta, 1988, Chapter S-3.1 with amendments in force as of March 26, 1998.

The primary intended audience for this guide is:

<i>Administrators</i>	✓
<i>Counsellors</i>	✓
<i>General Audience</i>	
<i>Parents</i>	
<i>Students</i>	
<i>Teachers</i>	✓

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FOREWORD

Education is the key to our young people being full partners in shaping a global future and in shaping our province's and our nation's future. Quality education for our young people is key to maintaining Alberta's standard of living and ensuring our competitiveness in a world market. Our education system must focus on what all students need to learn and be able to do in order to participate successfully in an economy and society undergoing fundamental changes. Alberta Learning's three-year business plan provides direction for the future of education in Alberta. It is a plan for Alberta students to be prepared well for the world of work and for lifelong learning.

The initiatives in the three-year education plan describe directions that will help all our young people get the education they need. These initiatives reflect Alberta Learning's leadership role in developing programs for students, in setting standards for education, in communicating these expectations to our partners, and in supporting improvements that better meet student needs.

Schools have the responsibility to provide instructional programs that ensure students will meet the provincial graduation requirements and are prepared for entry into the workplace or post-secondary studies. As well, schools are to ensure that students understand the rights and responsibilities of citizenship, and have the skills and disposition to pursue learning throughout their lives.

The directions and initiatives outlined in the education plan are reflected in this guide. Some examples of these directions and initiatives include: learning in the workplace through the Registered Apprenticeship Program; the provision for students to learn skills through career and technology studies while at school, and/or with the assistance of business, to deliver some skills programs; the provision of the Kindergarten statement; and the provision for challenge assessments. All of these examples reflect a results orientation to curriculum.

The *Guide to Education: ECS to Grade 12* is released by Alberta Learning for the use of administrators, counsellors, teachers and other parties engaged in the delivery of quality basic education. It has been developed to assist in the implementation of the objectives and underlying principles of the *School Act*. Policies, procedures and organizational information required to operate schools are included, or directions given for obtaining this information. For educators in francophone schools, please refer to the French version of the *Guide to Education: ECS to Grade 12* entitled *Guide de l'éducation, Manuel de la maternelle à la 12^e année*.

This guide serves the following purposes:

- identifies program requirements specified by Alberta Learning, and provides the foundations upon which these requirements are based
- provides information about Kindergarten to Grade 12 programs, education delivery and achievement standards for students enrolled in Alberta schools
- communicates information useful in organizing and operating Alberta schools to meet the needs of students.

In school, students should be encouraged to challenge themselves at new levels and in new experiences, as well as to prepare themselves for future choices in their lives and in the lives of their communities. The Vision, Mission and Principles, and Basic Education section of the guide defines basic education and addresses the learning outcomes for students and schools. This focus on students is integral to all school programming and reflects the emphasis of the *School Act*.

Alberta Learning's management system is policy-based and results-oriented. As much as possible, policies and procedures are used to set educational directions and goals. This guide supports Alberta Learning's objective of providing consistent direction while encouraging flexibility and discretion at the local level.

- Definitions

References to "boards" and "schools" in this document are in accordance with definitions used in the *School Act*. In this guide, "jurisdiction and/or school authority" means the board of a public or separate school district, a regional division, a school division, charter schools and/or the operator of a private school accredited by the Minister under section 22(2) of the *School Act*.

Graduation is defined as having met the requirements to earn an Alberta High School Diploma or an Alberta High School Equivalency Diploma.

- Identification of Requirements

This guide contains information on a wide variety of topics. Some of the procedures are mandated; others are discretionary. Appendix 3 and passages in **boldface** are

either required by definition through this guide or represent text quoted from other, legal, Alberta Learning documents and are identified by an "R" beside their corresponding headings in the Table of Contents. Electronically, these same passages also are indicated in **boldface**.

- Interdisciplinary Studies

The programs referred to in this guide are outlined in subject area categories. Organization for instruction may be based on these subject categories or on a locally developed integrated programming model.

- Internet

Alberta Learning is on the Internet at <<http://ednet.edc.gov.ab.ca>>. The site contains information covering all areas of education in the province, from ECS to Grade 12. The organizational sections on the home page are: Students and Learning, Parents, Teaching, Funding, Education System, and Technology. From the home page, this guide can be found by clicking on Students and Learning.

- Document Availability

All documents referenced in this guide, including just-in-time print copies of the guide itself, are available for purchase from the Learning Resources Distributing Centre, unless otherwise stated.

- Identification of Content Changes

Users are encouraged to familiarize themselves with this document in its entirety. Readers are alerted to the following content changes.

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PROGRAM FOUNDATIONS: Vision, Mission and Principles,^① and Basic Education

Vision for Education

Alberta's young people are the best educated in the country, able to achieve their individual potential, create a positive future for themselves, their families and their communities, and contribute to Alberta's prosperity and superior quality of life.

Mission

To ensure that all Alberta students have the opportunity to acquire the knowledge, skills and attitudes needed to be self-reliant, responsible, caring and contributing members of society.

Principles

The *School Act* provides the legislative framework for sustaining and developing Alberta's education system. Students are the focus of the act, which is based on a set of five underlying principles.

- **Access to quality education:** Every student in Alberta has the right of access to a quality basic education which is consistent with the student's abilities and provides the necessary knowledge, skills and attitudes to fulfill personal goals and contribute to society as a whole.

① Excerpted from *First Things First ... Our Children: The Government of Alberta's Three-year Plan for Education, 1999/2000 to 2001/2002*. The plan is available from the Communications Branch or can be found at the Alberta Education web site. Basic Education in Alberta—the Definition is contained in Ministerial Order Number 004/98 rather than in the three-year education plan.

-
- **Equity:** All students in Alberta must have access to a quality basic education regardless of where in the province they live.
 - **Flexibility:** Within standards and policies set by the provincial government, there are opportunities for parent and student choice in the public education system. School boards, schools and individual teachers have flexibility to meet the educational needs of the students and communities they serve.
 - **Responsiveness:** The student is the focus of all activities in the education system: legislation, policies and practices affecting all levels must support the efforts of communities to ensure school programs and services respond to the unique needs of each child.
 - **Accountability:** All those involved in making decisions about educational matters, including the allocation of public funds for education, must be accountable for their decisions, choices and results. This includes the Minister of Learning, school boards and their staff, parents as well as students.

Guided by these principles, the three-year plan for education annually outlines improvements and directions for the education system consistent with the *School Act* (Statutes of Alberta, 1988, Chapter S-3.1 as amended, section 60.2, subsections 1 to 3).

Basic Education in Alberta— the Definition

Ministerial Order No. 004/98
Appendix to the *School Act*
February 10, 1998

A basic education must provide students with a solid core program, including language arts, mathematics, science and social studies. Students will be able to meet the provincial graduation requirements and be prepared for entry into the workplace or post-secondary studies. Students will understand personal and community values and the rights and responsibilities of citizenship. Students will develop the capacity to pursue learning throughout their lives. Students also should have opportunities to learn languages other than English and to attain levels of proficiency and cultural awareness which will help to prepare them for participation in the global economy.

Student Learning Outcomes

Students are expected to develop the knowledge, skills and attitudes that will prepare them for life after high school. A basic education will allow students to:

- read for information, understanding and enjoyment
- write and speak clearly, accurately and appropriately for the context
- use mathematics to solve problems in business, science and daily-life situations
- understand the physical world, ecology and the diversity of life
- understand the scientific method, the nature of science and technology, and their application to daily life
- know the history and geography of Canada and have a general understanding of world history and geography
- understand Canada's political, social and economic systems within a global context
- respect the cultural diversity and common values of Canada
- demonstrate desirable personal characteristics, such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals
- recognize the importance of personal well-being, and appreciate how family and others contribute to that well-being
- know the basic requirements of an active, healthful lifestyle
- understand and appreciate literature, the arts and the creative process
- research an issue thoroughly, and evaluate the credibility and reliability of information sources
- demonstrate critical and creative thinking skills in problem solving and decision making
- demonstrate competence in using information technologies
- know how to learn and work independently and as part of a team
- manage time and other resources needed to complete a task
- demonstrate initiative, leadership, flexibility and persistence
- evaluate their own endeavours and continually strive to improve
- have the desire and realize the need for lifelong learning.

Standards for Student Learning

The Minister of Learning defines acceptable standards and standards of excellence for student achievement in consultation with Albertans. Employers are involved in specifying the knowledge, skills and attitudes needed in the workplace. Schools, school authorities and the Minister of Learning assess and report regularly to the public on a range of student learning.

The school's primary responsibility is to ensure that students meet or exceed the provincial standards, as reflected in the Student Learning Outcomes (outlined above), the Alberta Programs of Study, provincial achievement tests, diploma examinations and graduation requirements.

Education Delivery

Schools must engage students in a variety of activities that enable them to acquire the expected learnings. Schools have authority to deploy resources and may use any instructional technique acceptable to the community as long as the standards are achieved. Schools, teachers and students are encouraged to take advantage of various delivery options, including the use of technology, distance learning and the workplace.

Schools play a supportive role to families and the community in helping students develop desirable personal characteristics and the ability to make ethical decisions. Schools also help students take increasing responsibility for their learning and behaviour, develop a sense of community belonging and acquire a clearer understanding of community values and how these relate to personal values.

Students learn basic, transferable knowledge, skills and attitudes in school. Schools, in co-operation with employers, provide opportunities for students to develop and practise employability skills. The Minister of Learning provides credit for off-campus learning that is approved and accepted by the school and the employer. Government works with schools, employers and post-secondary institutions to help young people make a smooth transition to work and further study.

Programming Principles

The development of programs to meet the educational needs of students involves more than one level of planning and decision making. At the provincial level, in accordance with section 25(1) of the *School Act*, planning takes place through the development of programs of study. Programs of study identify the outcomes for the core subjects that apply to all students, as well as those that apply for optional courses or programs. Alberta Learning seeks broad input from educators, business, industry and the community, in planning programs of study.

At the local level, planning involves decisions about how programs of study can be implemented best with particular groups of students and with individual students. This type of planning is referred to as programming.

- Programs of study are established at the provincial level and apply to all students.
- Programming takes place at the local level and is concerned with effective delivery of the programs of study to the students enrolled. Programming decisions are made by school authorities, by schools, by teachers and by students.

Programming involves a variety of processes for ensuring effective program implementation. These processes include:

- identifying outcomes for learning (based on programs of study and student progress)
- organizing for instruction
- selecting learning activities
- selecting learning resources
- assessing student progress
- providing time for learning based on student progress.

Programming decisions are made best at the local level to ensure that the scope of programs offered and the delivery of those programs is responsive to student growth in learning. Decision making at the local level also provides opportunity for effective use of local resources and for local guidelines to be recognized.

General Principles for Effective Programming

Outcomes are clearly defined.

The following principles provide a general guide for programming.

Progress in learning is enhanced when the student, the parents and the teacher have a clear understanding of what is to be achieved. A shared understanding of what is expected enables the student, the parents and the teacher to work together, and provides the opportunity for each to take an initiative in support of learning.

The selection and setting of outcomes for student learning should be based on the programs of study. Both general and specific outcomes should be set, and these should be linked to specific ways in which students can demonstrate their learning.

Outcomes are most clear when the means of determining student progress are identified and communicated to all. The criteria to be used in assessment, the products of their work, and student performance, are all a part of the outcomes.

Planning is based on assessments of student progress.

Ongoing assessment of student progress informs the student, parents and teacher what has been achieved and what is yet to be achieved. Learning and instruction should be consistent with student abilities and should set appropriate levels of challenge.

Learning experiences are connected.

Student learning is cumulative and takes place in a variety of formal and informal settings. Learning is enhanced when what is learned in one setting reinforces and extends what has been, and is being, learned in others.

- **Communication between School and Home**

Parents are the first and ongoing educators of their children. Schools should enable families to continue their involvement with their children's education. The linkage between school and home enables teachers and parents to exchange information, jointly support student learning and ensure continuity of learning experiences.

- **Connections across Subject Areas**

There are many opportunities to connect and apply what students learn in one subject area with what they learn in other subject areas of the curriculum. By making these connections, student learning in each subject area is enhanced, and their ability to apply learning in new situations is improved. This helps students see the world as a connected whole instead of in fragmented bits.

- **Partnerships between School and Community**

What students learn in school is enhanced when applied and extended in the community. Involvement in projects, community service activities, mentorship programs and job shadowing makes learning more relevant. Involvement in these activities also may provide significant role models for students and an opportunity for them to explore future career possibilities.

- **Consistency between Curriculum and Assessment**

Student learning is reinforced when what is taught is reflected in what is assessed. The methods used in assessing student progress, as well as the subject matter, should be consistent with the outcomes that have been communicated to students.

- **Coordination between Schools**

When students change schools, the coordination of programming and assessment practices between schools can help achieve a smooth transition. Disruptions can be minimized when the receiving school is provided full information on student attainment and learning characteristics. Information on student progress should be referenced directly to programs of study.

Programming responds to the learning progress of students.

Programming involves decisions about time, resources, instructional approaches, assessment and organization for instruction. To maximize the learning for students, programming needs to be flexible and responsive to the learning progress of students.

Flexible programming involves:

- use of time as a resource, recognizing that students learn at different rates
- grouping students according to educational needs, and according to the characteristics of the learning activity
- use of a broad range of learning resources, with selection of particular resources according to learner needs and learning traits
- use of a broad range of instructional strategies to provide a variety of ways for viewing subject matter, as well as the opportunity for individual students to learn in a preferred mode
- use of a wide variety of examples and applications of the subject matter to provide students with an opportunity to explore and discover areas of relevance and interest
- use of a wide variety of assessment strategies to monitor student progress in all areas of the curriculum.

Programming responds to developmental stages of students.

During their school years, students go through many developmental stages in their intellectual, physical, emotional and social growth. The stage of student growth in each of these areas is an important consideration in developing and implementing school programs.

Our knowledge of developmental growth and its relationship to student learning has increased greatly in recent years. Much of the information has been outlined in a series of four provincial documents under the umbrella title: *Developmental Framework*.

- *Students' Thinking Developmental Framework: Cognitive Domain*, 1987
- *Students' Interactions Developmental Framework: The Social Sphere*, 1988
- *Students' Physical Growth Developmental Framework: Physical Dimension*, 1988
- *The Emerging Student: Relationships Among the Cognitive, Social and Physical Domains of Development*, 1991.

Additional information on providing developmentally appropriate programming can be found in *Multiple Intelligences in the Classroom*.^①

Indicators of Effective Programming

School programming is effective when it responds to the learning needs and progress of students. The following characteristics and indicators provide a description of programming that recognizes and responds to learning needs.

CHARACTERISTICS

The learning needs and progress of each student are known.

INDICATORS

- Parents are aware of the learning needs and educational progress of their children.
- Teachers are aware of the characteristics and learning needs of individual students.
- Teachers are aware of student progress in previous years.
- Teachers are aware of student progress in other program areas.
- Students are able to describe their learning progress, can identify what they are currently studying, and can identify what they will be working on next.

^① Thomas Armstrong, *Multiple Intelligences in the Classroom*, Alexandria, VA: Association for Supervision and Curriculum Development (ASCD), 1994.

CHARACTERISTICS

INDICATORS

Instruction is based on the student's current level of achievement.

- Students are able to complete successfully the learning activities they are assigned.
- Students show continuous growth in their learning.

Connections are made between what the student already knows and what the student learns next.

- Students can describe the relationship between what they are currently studying and what they have previously studied.
- Students are able to apply learning in situations that require a combination of knowledge, skills and attitudes from different parts of their programs.

School learning experiences provide challenge.

- Students show interest in their studies.
- Parents comment on student interest and achievement.
- Students experience a wide range of approaches to learning.
- At any given time, different students can be observed working on different tasks.
- Students use a variety of sources to complete their work.
- Students take initiative in and show responsibility for their learning.

PROGRAM LEGISLATION: *The School Act*^❶

Introduction

This section of the guide contains extracts from the *School Act* that highlight the role expectations for school councils, principals, teachers and students. Sections from the *Act* regarding student attendance, suspension and expulsion also have been included so that they may be related to the role of the student.

The *School Act*

The *School Act* sets out the legal parameters that govern the education of students in the province of Alberta. The management, operation and powers of school boards are outlined in the *Act*.

The *Act* gives the Minister the authority to set regulations in particular areas. Regulations provide specificity on matters for which there is regulation-making authority in the legislation. Regulations have the force and effect of law.

Provincial policies outline Alberta Learning's position on key educational issues. These policies identify expected outcomes and establish direction for action.

Procedures specify how a policy is to be administered. They outline mandatory and discretionary activities, responsibilities and funding mechanisms.

❶ All references to the *School Act* are to the Statutes of Alberta, 1988, Chapter S-3.1 with amendments in force as of March 26, 1998.

The governance of education in Alberta is guided by the following principles:

- policies and procedures rather than rules are to continue to be used for setting educational goals and directions
- the province is to continue to provide consistent direction, while encouraging flexibility and discretion at the school authority and school level by keeping policies and procedures to a minimum
- all Alberta Learning's regulations, policies and procedures are to be consistent with the objectives and underlying principles of the *School Act*.

The *School Act* is available for purchase from the Queen's Printer Bookstore, Edmonton or Calgary.

Role of the School Council

Section 17 of the *School Act* states:

- a school council shall be established in accordance with the regulations for each school operated by a board
- the majority of the members of a school council shall be parents of students enrolled in the school
- a board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic
- a school council may, at its discretion:
 - advise the principal and the board respecting any matter relating to the school
 - perform any duty or function delegated to it by the board in accordance with the delegation
 - consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister
 - consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
 - do anything it is authorized under the regulations to do

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- **subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions**

These functions may include, but are not limited to, policies respecting:

- the nature of the programs offered
 - the expenditure of money
 - the educational standards to be met by students, and
 - the management of the school.
- **a school council may make by-laws governing its meetings and the conduct of its affairs**
 - **subject to the regulations, a board may develop and implement policies respecting school councils:**
 - a board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school
 - **the Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations**
 - **the Minister may make regulations:**
 - respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council
 - respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities
 - respecting any other matter the Minister considers necessary respecting school councils
 - exempting a school or class of schools from the application of this section.

Role of the Principal

Section 15 of the *School Act* states a principal of a school must:

- provide instructional leadership in the school
- ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to this Act
- evaluate or provide for the evaluation of programs offered in the school
- ensure that students in the school have the opportunity to meet the standards of education set by the Minister
- direct the management of the school
- maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board
- promote co-operation between the school and the community that it serves
- supervise the evaluation and advancement of students
- evaluate the teachers employed in the school
- subject to any applicable collective agreement and the principal's contract of employment, carry out those duties that are assigned to the principal by the board in accordance with the regulations and the requirements of the school council and the board.

Role of the Teacher

Section 13 of the *School Act* states a teacher, while providing instruction or supervision, must:

- provide instruction competently to students
- teach the courses of study and education programs that are prescribed, approved or authorized pursuant to this Act
- promote goals and standards applicable to the provision of education adopted or approved pursuant to this Act
- encourage and foster learning in students

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- regularly evaluate students and periodically report the results of the evaluation to the students, the students' parents and the board
 - maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board
 - subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the principal or the board.
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Role of the Student

Section 7 of the *School Act* states a student shall conduct himself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing his studies
 - attend school regularly and punctually
 - co-operate fully with everyone authorized by the board to provide education programs and other services
 - comply with the rules of the school
 - account to his teachers for his conduct
 - respect the rights of others.
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Student Attendance

Attendance at school is compulsory for eligible students who, at September 1 in a year, [are] 6 years of age or older, and [are] younger than 16 years of age [*School Act*, section 8(1)]. Section 44(3)(b) of the *School Act* allows school authorities to make rules respecting the attendance of students at schools. Section 7(b) sets out expectations for student conduct regarding attendance at school, and section 9 addresses enforcing school attendance.

Section 10 Attendance at School

The Attendance Board provides a means to enforce compulsory school attendance. Referral of matters regarding student attendance to the Attendance Board is governed by section 10 of the *School Act* where:

- a student who is required to attend a school under section 8 does not attend school, and
- attempts to enforce school attendance under section 9 have, in the opinion of the board, not been effective,

the board of which the student is a resident student or that operates or supervises the school in which the student is enrolled may refer the matter to the Attendance Board.

- Where a student who is required to attend a school under section 8
 - is enrolled in a private school, and
 - does not regularly attend that private school,

and the person responsible for the operation of that private school has made all reasonable efforts to ensure that the student attends school, the person responsible for the operation of that private school shall refer the matter to the Attendance Board.

Section 110 Order of Attendance Board

Section 110 of the *School Act* states that on hearing a matter referred to it, the Attendance Board may order the parents and student to do a number of things, including directing the student to attend school or directing the parents of a student to send the student to school. An order of the Attendance Board, when filed with the clerk of the Court of Queen's Bench, has the same force and effect as if the order were an order of that Court.

Children may be exempted, by parental request, from two components of the health program: Theme V, Human Sexuality; and the Child Abuse Prevention Unit. Physical education exemptions are as outlined in this guide.

For further information on exemptions by parental request, see section 8 of the *School Act*.

Suspension and Expulsion of Students

Principals and teachers should be aware of the relationship between the code of student conduct, section 7, and Suspension and Expulsion of Students, section 19(1.1). Students and parents should also be provided with the information contained in these sections in order to familiarize themselves with what is acceptable for student conduct and the consequences, to both students and parents, should students fail to comply.

Section 19 of the *School Act* states: In this section, "suspend" has the meaning given to it in the rules made by the applicable board:

- a student may be suspended or expelled:
 - if in the opinion of the teacher, the principal or the board, as the case may be, the conduct of the student does not comply with section 7, or
 - for any other reason the teacher, the principal or the board, as the case may be, considers appropriate
- a teacher may suspend a student from one class period
- a principal may suspend a student from:
 - one or more class periods
 - one or more courses or school programs
 - school, or
 - riding in a school bus
- a principal may reinstate a student suspended by him or by a teacher
- when a principal suspends a student, the principal shall:
 - forthwith inform the student's parent of the suspension, and
 - report in writing to the student's parent all the circumstances respecting the suspension
- if a student is not to be reinstated within 5 school days from the date of his suspension, the principal shall:
 - forthwith inform the board of the suspension, and
 - report in writing to the board all the circumstances of the suspension together with the principal's recommendations
- on receiving a report from a principal . . . the board shall reinstate or expel the student within 10 school days from the date of the student's suspension
- prior to a board's making a decision . . . the parent of the suspended student and the suspended student may make representations to the board with respect to the suspension
- a board may re-enroll a student who has been expelled
- if a student is expelled, the board shall notify immediately, in writing, the parent and, in the case of a student who is 16 years of age or older, the student of their right to request that the Minister review the matter.

Expulsion cannot be used indefinitely to deny an eligible student access to an education program. When addressing suspensions or expulsions, administrators also need to consider the following sections of the *School Act*:

- section 3, the right of access to an education
- section 8(3)(c,d), excused from compulsory attendance
- section 28(1), the responsibility of a board to provide resident students with an education program.

Policy, Regulations and Forms Manual

Policy Introduction

The Alberta Learning *Policy, Regulations and Forms Manual* contains information that affects the operation of schools and has been developed for school boards, charter school boards, private schools and ECS private operators, for the following purposes:

- to communicate key, Alberta Learning policies
- to provide direction to school boards and ECS private operators who wish to access provincial resources
- to provide school boards and ECS private operators with legislation, regulations, policies and procedures.

Schools operate under the jurisdiction of the school authority. **All actions undertaken by the principal, as referenced in this guide, shall be in accordance with school authority policy. Local policies and procedures shall be consistent with the requirements of Alberta Learning.**

Most of the regulations and policies derive their authority from the *School Act* and impart Alberta Learning's philosophy. They provide direction to the educational system, support the rights of students and parents, and encourage flexibility at the local level. The *Policy, Regulations and Forms Manual*, which is updated regularly, can be found at the Alberta Education web site under Education System; Department of Education; Legislation, Regulations, and Policy. Also, print copies are available for purchase from the Learning Resources Distributing Centre.

Accountability in Education Policies

Accountability is the obligation to answer for the execution of one's assigned responsibilities. Alberta Learning and school authorities are accountable for ensuring that the highest quality of education is provided for students in the province.

The accountability process for Alberta's public, separate, charter and funded private schools includes requirements for school authorities as embodied in the following policies:

- Policy 2.1.1 School Authority Accountability
- Policy 2.1.2 Student Evaluation
- Policy 2.1.3 Use and Reporting of Results on Provincial Assessments
- Policy 2.1.5 Teacher Growth, Supervision and Evaluation
- Policy 2.1.6 School Authority Financial Accountability and Audits.

Ministerial Orders

Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta

The Teaching Quality Ministerial Order:

- includes a standard of practice expected of teachers
- lists the knowledge, skills and attributes teachers are expected to possess and practise.

The teaching quality standard and description:

- focus teaching on optimum learning by students
- reflect a professional model of teaching
- expect that teachers exercise reasoned professional judgement in their practices
- include the knowledge, skills and attributes that teachers are expected to possess when they first enter the classroom and when they qualify for permanent professional teacher certification two years later
- help school jurisdictions develop local teacher evaluation policies.

Excerpted from Ministerial
Order No. 016/97

Quality teaching occurs when the teacher's ongoing analysis of the context, and the teacher's decisions about which pedagogical knowledge and abilities apply, result in optimum learning by students.

Regulations Introduction

The following subsections provide a synopsis of those regulations that are relevant to the operation of school programs. For the complete regulations, refer to the *Policy, Regulations and Forms Manual*. The sections of the *School Act* to which these regulations refer, and the regulation numbers, are noted.

Early Childhood Services

Section 24(3)

Alta. Reg. 35/89

Amended A.R. 391/93

Amended A.R. 74/97

This regulation sets out the requirements for the operation of early childhood services programs and includes information on safety standards, programs, policies, record keeping, financial reporting and insurance.

Home Education

Section 23(3)

Alta. Reg. 283/94

This regulation recognizes a parent's right to choose a home education program, provided the program meets the requirements of the regulation and is under the supervision of a board or an accredited private school.

The regulation provides parents with the following alternatives in regard to supervision. They may notify their resident board of their desire to educate their child at home, or they may contact a "willing nonresident board" or an accredited private school for supervision and notify their resident board.

Language of Instruction

Section 5(2)

This regulation, still under development, addresses the right to a French language education in accordance with section 23 of the *Canadian Charter of Rights and Freedoms*.

Practice Review of Teachers

Section 25(3)(a)

Section 75.1

Alta. Reg. 4/99

This regulation provides an orderly process by which complaints about the unskilled or incompetent teaching practices of a teacher can be investigated and acted upon in cases where local process has failed. This includes conduct by teachers not subject to the discipline procedure of the *Teaching Profession Act*. The regulation includes a process for initiating complaints and conducting investigations, hearings and appeals.

Private Schools

Section 22(6)

Alta. Reg. 39/89

Section 22(1) and (2) set out the requirements for registered and accredited private schools.

The regulation addresses the application for registration and accreditation; the additional records to be kept by private schools; rules for discipline, suspension and expulsion; required notices; school policies; required insurance; and financial reporting provisions.

This regulation also requires private schools, among other obligations, to complete a Notice of Intent to Operate form; keep student records; and make rules for discipline, suspension and expulsion.

Student**Evaluation**

Section 25(3)(c)

Alta. Reg. 169/98

This regulation describes how provincial tests, examinations or other methods of evaluating a student's achievement are conducted. It provides for a directive to be issued outlining Alberta Learning's administrative and procedural requirements for evaluating students.

The regulation also covers: security of evaluation materials; eligibility of students to write provincial tests; student conduct resulting in eviction or invalidation and related objection and appeal procedures; review of evaluation results and an appeal process; ministerial determination of fees and the use of evaluation results.

Student Record

Section 18(8)

Alta. Reg. 71/99

This regulation itemizes what the student record, established and maintained by the school board, shall and shall not contain, states the length of time a record must be retained, the disposal and destruction of records, what happens when a student transfers to another school, and regulation compliance. It also addresses right of access to a record and the disclosure of information in accordance with the *Freedom of Information and Protection of Privacy Act*.

PROGRAM PLANNING: Programs of Study

Programs of Study

The following programs of study are prescribed by order of the minister pursuant to section 25(1) of the *School Act*.

- *Program of Studies: Elementary Schools*
- *Program of Studies: Junior High Schools*
- *Program of Studies: Senior High Schools*

Mandatory requirements for programs and courses are outlined in the programs of study, each of which contains the following components:

- Program Rationale and Philosophy
- Outcomes
 - General Outcomes
 - Specific Outcomes.

Alberta Learning develops programs of study in both English and French. Alberta Learning recognizes that English and French are official languages of Canada and that Canadian citizens belonging to the French-language minority in Alberta have the right to have their children educated in French according to section 23 of the *Canadian Charter of Rights and Freedoms* and section 5 of the *School Act* of Alberta.

Learning Resources

All authorized learning and teaching resources available for purchase are listed in the Learning Resources Distributing Centre *Buyers Guide*, in print, and electronically through the LRDC web site and <<http://www.lrdc.edc.gov.ab.ca>>. Also, all authorized resources are listed at the Alberta Education web site under Students and Learning, Learning and Teaching Resources.

ECS to Grade 9 Programming

Early Childhood Services

Early childhood is a particularly significant period in human development, and the Early Childhood Services (ECS) programs provide services to address the developmental needs of children before they enter Grade 1. In ECS programs, young children participate as active partners in learning, build a set of shared experiences and develop knowledge, skills and attitudes that prepare them for subsequent learning.

ECS programs are voluntary programs, which may be offered by school boards, private schools and private ECS operators.

Kindergarten

Kindergarten, as part of the ECS programs, is intended for children in the one year prior to entry into Grade 1 and **shall be planned, implemented and evaluated on the basis of the program of studies** outlined in the document *Kindergarten Program Statement*, September 1995 (Revised 1997).

The *Kindergarten Program Statement*, available from the Curriculum Standards Branch, or for viewing and downloading from the Alberta Education web site, describes the learning achievement that helps prepare children for entry into Grade 1 and provides them with a foundation for later success. The statement is the basis for all ECS programs funded by the province.

Program Organization and Delivery

Kindergarten Minimum Hours

Where Kindergarten programs are offered, approved operators shall provide at least 400 hours of program activities for each child in a centre during a fiscal year, or at least 18 in-home visits of one-and-a-half hours duration or more to each child in an in-home program during a fiscal year, or the equivalent in a combination of centre hours and in-home visits.

Instructional Time Kindergarten to Grade 9

Instructional time includes time scheduled for purposes of instruction, examinations/testing and other student activities where direct student-teacher interaction and supervision are maintained.

Instructional time does not include: teacher convention, professional development days, parent-teacher interview days, teacher planning days, staff meetings, statutory and school authority-declared holidays, lunch breaks, breaks between classes, recesses, time taken for the registration of students and extracurricular activities.

Access to Instruction Grade 1 to Grade 9

To ensure equitable access of opportunity for Grade 1 to Grade 9 students, a minimum number of instructional hours are specified. The organization of schools at these grade levels is the responsibility of the school authority.

In accordance with section 25(1)(c) of the *School Act*, and to allow for a balanced program that leads to the student learning outcomes indicated in the description of Basic Education, schools are required to ensure that Grade 2 to Grade 9 students have access to 950 hours of instruction per year in each grade. For Grade 1, alternative minimum times enabling a smooth transition from ECS are permissible.

Policy 1.5.3, Languages Other Than French or English, states that partial immersion (bilingual) program means a program in which a language other than English or French is used as the language of instruction, to a maximum of 50 per cent of the instructional day. In offering a partial immersion (bilingual program), boards:

- must ensure that students also have opportunity to acquire competence in all English language arts skills to meet graduation requirements
- have the responsibility of deciding the amount of time needed in all subject areas from Kindergarten to Grade 12, providing the instruction time is consistent with the direction in this guide.

Organizing Instructional Time

The following requirements and considerations apply.

- All students must be provided access to a specified number of hours of instructional service. See the Kindergarten Minimum Hours and Access to Instruction Grade 1 to Grade 9 in this section.
- Subject to the above requirement, the scheduling of instructional time is a local matter.
- All students should be provided sufficient opportunity to achieve the outcomes outlined in the programs of study. To assist schools in planning, recommendations regarding the apportioning of instructional time are provided in the subsections that follow.
- Organization for instruction may be based on an integrated programming model. Where programs are integrated, the outcomes from two or more programs may be addressed within a common time block.

Elementary Program Core Subjects

In planning elementary programs, the following recommended percentage time allocations are identified as a general guide. The actual times required to meet outcomes in each subject area may vary from student to student.

Grade 1 and Grade 2

Percentage Time Allocations Recommended

Core Subjects	English Instruction Percentage	French Instruction Percentage
English Language Arts	30%	0%–10%
French Language Arts ^①	0%	20%–30%
Français ^②	0%	30%
Mathematics	15%	15%
Science	10%	10%
Social Studies	10%	10%
Art and Music	10%	10%
Health and Physical Education	10%	10%
Time for optional subjects (e.g., second languages, drama, religious instruction), technology outcomes not integrated with a core subject, or additional allocations to the core subjects listed above.	15%	15%

① French language arts is taught in French immersion programs.

② Français is taught in francophone programs.

Grade 3 through Grade 6

Core Subjects	English Instruction Percentage	French Instruction Percentage
English Language Arts	25%	{ 35% }
French Language Arts ^① /Français ^②	0%	
Mathematics	15%	15%
Science	15%	10%
Social Studies	10%	10%
Art and Music	10%	10%
Health and Physical Education	10%	10%
Time for optional subjects (e.g., second languages, drama, religious instruction), technology outcomes not integrated with a core subject, or additional allocations to the core subjects listed above.	15%	10%

① French language arts is taught in French immersion programs.

② Français is taught in francophone programs.

Elementary Program Optional Subjects

At the elementary level, programming may include one or more optional subjects. Optional subjects are those parts of the elementary school program that are based on outcomes other than those outlined for core subjects.

Optional subjects may be developed and approved at the local level, as per section 44(1)(a) of the *School Act*. The following are optional subjects for which outcomes have been developed at the provincial level.

- Blackfoot Language and Culture Program
- Cree Language and Culture Program
- Drama
- French as a Second Language
- Ukrainian Language Arts

Early Literacy Initiative

The Early Literacy Initiative (ELI) addresses the needs of children in Early Childhood Services (ECS) programs and students in Grade 1 and Grade 2 who are experiencing difficulties in developing reading readiness and early literacy skills. The initiative provides school authorities with additional human resources that may be flexibly deployed, as long as the ultimate benefit of any assignment serves to enhance the literacy skills of those identified as being at risk. The ELI also provides funding for resources as well as inservices for teachers and other staff deployed as part of the program.

For more information about the Early Literacy Initiative, see the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*, or contact the Regional Office and Native Education Branch.

Junior High Instructional Time

At the junior high level, schools must provide access to 950 hours of instruction per year in each grade.

Junior High Program

The primary consideration that schools need to take into account when organizing for instruction, is to provide their students with an opportunity to meet all of the requirements of a basic education. The junior high school program should be organized within the context of the outcomes included in the Vision, Mission and Principles, and Basic Education section.

A course in junior high school represents a set of specific knowledge, skills and attitudes. Most students can achieve these in the recommended times. It is recognized that some students can acquire the knowledge, skills and attitudes specified in a course of studies in less than the recommended time, while others may require more time.

Recommended Time Allotment Junior High School Program

<u>Subject</u>	<u>Hours, or More, Per Year</u>
English Language Arts	150
French Language Arts ^① and English Language Arts Français ^② and English Language Arts	250 ^③
Mathematics	100
Science	100
Social Studies	100
Physical Education	75
Optional Courses	150
Health and Personal Life Skills	④

① French language arts is taught in French immersion programs.

② Français is taught in francophone programs.

③ French language arts and English language arts OR Français and English language arts should be offered for 250 hours, or more, per year.

④ Health and Personal Life Skills is a required course, but it is not necessary to offer this course each year. Therefore, it is recommended that Health and Personal Life Skills be offered for 150 hours or more over the three years, Grade 7 through Grade 9.

For schools offering instruction in a language other than English or French (*School Act*, section 6), the above time recommendations for core courses apply. In addition to English language arts, it is recommended there be a minimum of 150 hours of language arts in the language of instruction.

Junior High Optional Courses

Schools shall offer two provincially authorized optional courses except where instruction in a language other than English (*School Act*, sections 5 and 6) is offered, then only one provincially authorized optional course is required.

Optional courses help students achieve the outcomes outlined in the Vision, Mission and Principles, and Basic Education section. Also, optional courses reinforce learnings in language arts, mathematics, science and social studies, as well as address learnings in other subject areas.

Sequencing

Students should be encouraged to continue in Grade 8 and Grade 9 with at least one of the optional courses selected in Grade 7.

Optional Courses

The optional courses are categorized as follows.

Career and Technology Studies

- Introductory level courses for all CTS strands are considered appropriate for junior high school students.

Environmental and Outdoor Education

Ethics

- This course may be offered in Grade 7, Grade 8 or Grade 9.

Fine and Performing Arts

- Art
- Drama
- Music
 - Choral
 - General
 - Instrumental

Locally Developed/Acquired and Locally Authorized Optional Courses

Native Languages

- Blackfoot Language and Culture Program
- Cree Language and Culture Program

Religious Studies

- Religious studies may be offered at the discretion of the local school board, under section 33 of the *School Act*.

Second Languages

- French
 - German
 - Ukrainian
- Policy 1.5.2 in the *Policy, Regulations and Forms Manual* states that **since French is one of Canada's official languages ... Alberta Learning encourages opportunities for all Alberta students to learn French by making available French immersion programs, French second language courses and related services.**

French as a Second Language: French as a second language (FSL) is a program in which the French language is taught as a subject, often between 30 and 40 minutes a day, to help students develop French language communication skills, knowledge and cultural awareness.

For more information, see under French Language in the Courses and Programs section.

The French as a second language program is organized into three language proficiency levels: Beginning, Intermediate and Advanced. Each of these proficiency levels is then further divided into three sublevels. Students start at the Beginning level and progress through the Beginning 1, Beginning 2 and Beginning 3 sublevels and then continue with the Intermediate 4, 5 and 6 sublevels. Students may take several years to reach Beginning level 3 or Intermediate level 6 proficiency, depending on the amount of instructional time accessed and the type of program delivery.

Junior high schools may offer a Beginning level or an Intermediate level FSL program. A Beginning level program is for students who:

- start to learn FSL in junior high school
- continue a Beginning level program from elementary school.

An Intermediate level program is for students who:

- have attained the outcomes of the Beginning level program in elementary school—a minimum of 250 hours of instruction in FSL prior to junior high school.

Boards offering French immersion and French as a second language programs shall develop, keep current and implement written policy and procedures consistent with provincial policies and procedures.

To assist with the assessment and placement of students who have taken FSL in elementary schools, see *French as a Second Language – Evaluation Resource Package – Model Tests for the Beginning Levels 1, 2, 3 in Elementary Schools/ Français langue seconde – Trousse d'évaluation – Tests modèles pour les niveaux Débutant 1, 2, 3 des écoles élémentaires*.

Note: Effective September 1999, junior high schools may offer the Beginning level program in junior high school for 5 senior school credits and a final mark in French 10. Students who take the Beginning level program for senior high school credits should receive at least 225 hours of FSL instruction over the three years of junior high school. The final assessment in FSL in junior high school is to cover the outcomes of the French 10 program of studies in all knowledge, skills and attitudes.

The senior high school principal may accept a recommendation from the junior high school principal that a student has successfully completed the equivalent of French 10 and should receive 5 credits and a final mark. French 10 then can be included when reporting student achievement through the normal student records system. The French 10 mark will also be included in the student's transcript.

Students successfully completing French 10 in junior high school are to be placed in French 20 in senior high school.

Note: Effective September 1999, junior high schools may offer the Intermediate level program in junior high school for 5 senior high school credits and a final mark in French 20. Students who take the Intermediate level program for senior high school credits should receive at least 225 hours of FSL instruction over the three years of junior high school. The final assessment in FSL in junior high school is to cover the outcomes of the French 20 program of studies in all knowledge, skills and attitudes.

The senior high school principal may accept a recommendation from the junior high school principal that a student has successfully completed the equivalent of French 20 and should receive 5 credits and a final mark. French 20 then can be included when reporting student achievement through the normal student records system. The French 20 mark will also be included in the student's transcript.

Students successfully completing the French 20 program in junior high school are to be placed in French 30 in senior high school.

For more information about French 10 and/or French 20 offered at the junior high school level, see under Senior High School Courses and Credits for Junior High School Students in the Student Placement and Promotion section.

- Other Second Language Courses: The two-year junior high school German program may be offered in any of Grade 7, Grade 8 or Grade 9. A Ukrainian as a second language program also is available for students beginning the study of this language in Grade 7.

The Government of Alberta has recognized the multicultural nature of the province through the *Alberta Human Rights, Citizenship and Multiculturalism Act*, 1996 and the *Language Education Policy for Alberta*, 1988. Accordingly, Alberta Learning encourages school authorities to develop second language courses to meet the needs of the local community when such courses are not available as provincially authorized courses. Guidelines and procedures for the development and authorization of these second language courses are contained in the *Policy, Regulations and Forms Manual*.

For more information, contact the Curriculum Standards Branch.

Planning Junior High Course Selections

A student's choice of programs is subject to approval of the principal, except where a student (age 16 or over) elects to take distance learning courses. Steps should be taken to ensure parents understand and concur with their children's course selections. Principals should ensure students are made aware of special programs available to meet their individual educational needs. Francophone education is addressed in the French edition of this guide, *Guide de l'éducation*. Aboriginal students may access resources and programs designed to reflect and respect their cultures.

Planning in Junior High for Senior High Programs

Students should be provided with assistance in planning their high school programs. Certain courses are required for an Alberta High School Diploma or a Certificate of Achievement. Some Grade 10 courses are prerequisites for more advanced high school courses. When junior high school students are planning their Grade 10 programs, all students and parents should become familiar with the guidelines in order to avoid possible difficulties in the later high school years. Also see under Student Information Needs in the Senior High School Programming section.

For mathematics, students need to focus on their strengths and determine what they are likely to do after Grade 12. The main difference between the applied and pure sequences in senior high school is the approach to problem solving—different concepts and methods are used to solve mathematical problems. If students have an aptitude for solving problems, using numerical reasoning or geometry, they would do better in applied mathematics. If they have an aptitude for theory and algebra, they should consider pure mathematics. Some areas of post-secondary study require pure mathematics. Also see under Assisting in Student Planning in the Senior High School Programming section.

When assisting students in planning their programs, junior high school staff should ensure that students discuss their proposed programs with their parents and keep in mind the credit requirements for graduation from senior high school.

Career Plans

Schools are encouraged to require students to develop a program and career plan beginning in junior high school. The plan should be updated annually and signed off annually by the parents and the principal.

Senior High School Programming

School Organization

Schools must ensure that students have access to a minimum of 1000 hours of instruction per school year.

School jurisdictions are to develop methods of school organization and program delivery that best meet the needs of their students. Jurisdictions are encouraged to adopt alternatives to the current Carnegie Unit organizational and scheduling model. The development of 1-credit course offerings in career and technology studies (CTS), the increased participation in off-campus and outreach programs, and the increased enrollments in blended programs and virtual schools, means there is greater flexibility in course offerings and delivery methods for students. **All delivery methods must ensure that the needs and the best interests of individual students are taken into consideration.**

A credit at the senior high school level represents course-specific knowledge, skills and attitudes. One credit is defined as being equal to 25 hours of instruction, within which most students can achieve a credit. However, it also is recognized that some students can acquire the knowledge, skills and attitudes specified for 1 credit in a course of studies in less than 25 hours, while others may require more time.

Whatever methods of school organization are adopted, students must have access to instruction that is focused on the outcomes of the courses they have chosen and be evaluated on that basis.

Any method of delivery must ensure that each student has access to at least 25 hours of instruction per high school credit. Exceptions to this requirement are:

- all 3-credit courses require a minimum of 62.5 hours for each course, including Work Experience 15–25–35 and Special Projects 10–20–30
- schools can deliver a block of three, 1-credit CTS courses for 62.5 hours; however, schools must ensure that students meet all of the outcomes of each 1-credit course. CTS courses will be funded at one credit enrollment unit for each 1-credit course
- summer, evening and weekend credit courses must provide access to instruction of at least 16 hours per credit. The exceptions are Work Experience 15–25–35, Special Projects 10–20–30 and the Registered Apprenticeship Program courses, which require 25 hours of access to instruction per credit. Three-credit courses in Work Experience 15–25–35 and Special Projects 10–20–30 will be offered for 62.5 hours and funded at 2.5 credit enrollment units.

See *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators* for further details.

Definition of Instruction

Instruction means:

- interaction between teachers and students, either face to face or using telecommunications technology, for the purpose of teaching, assessing student achievement of outcomes and related activities, including tutorials, discussion groups and learning skill centres
- teacher monitoring of progress in self-directed packages, independent study, computer-assisted learning and/or classroom learning
- presentations for and by students, workplace learning and other learning activities supervised by a certificated teacher when such activities are focused on outcomes in an approved program of studies.

Access to Instruction

Access to instruction means:

- certificated teachers are assigned to deliver or supervise the instruction
- the instruction, and evaluation of performance, is based on the outcomes in an approved program of studies
- there are designated times when teachers are available to the students

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- students know, prior to enrolling in courses, how and when they will be able to access the instructional expertise of teachers.

Instructional time includes time scheduled for purposes of instruction, examinations and other student activities where student-teacher interaction and supervision are maintained.

Instructional time does not include teacher convention days, professional development days, parent-teacher interview days, teacher planning days, staff meetings, statutory and school authority-declared holidays, lunch breaks, breaks between classes, supervised study halls, time taken for the registration of students or extracurricular activities.

Access to Instruction for Integrated CTS Courses

Schools may integrate CTS courses with non-CTS courses when the integration provides opportunities to apply the course content in a practical and career-related context.

Offering a CTS Course with a Non-CTS Course

When schools integrate a CTS course with a non-CTS course the following shall apply:

- the teachers who provide or supervise the instruction are certificated and knowledgeable about both the CTS and non-CTS course
- prior to registration, schools provide information to parents and students about the philosophy of each of the integrated courses, the outcomes of each of the integrated courses and how student learning will be assessed in each of the integrated courses
- information and counselling services make clear that registration in an integrated course is optional
- students have access to a minimum of 25 hours of instruction per credit
- teachers offer each of the integrated courses in accordance with the approved programs of study
- students meet the standards specified in the 1-credit CTS course for all outcomes within that 1-credit course in order for a teacher to provide a passing grade in the CTS component
- the CTS course and the non-CTS course must be graded separately, and credits must be awarded and reported separately
- if a CTS course is being integrated with a non-CTS course, then any prerequisite to the CTS course must be met first

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- a student who has already gained credit in the integrated 1-credit CTS course is not eligible to earn another credit for the same 1-credit CTS course.
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Examples of Practices for Offering a CTS Course with a Non-CTS Course

Acceptable

The following practices would provide appropriate access to instruction:

- students know precisely how, when and where a certificated teacher, who is knowledgeable in the CTS course, is accessible on a scheduled basis
- certificated teachers supervise independent study and provide guidance as required.

Unacceptable

The following practices are not considered to be appropriate access to instruction:

- the teacher providing access to instruction is not knowledgeable in the course or is not assigned to teach the course; e.g., study hall supervisor, librarian, testing centre supervisor
 - students do independent study or research with no teacher available to provide guided practice and to evaluate student achievement of outcomes in the CTS course.
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Program Organization

Priority should be given to offering a senior high school program that enables students to:

- meet diploma requirements (see the Senior High School Graduation Requirements section) and earn a minimum of 100 credits in three years
 - have some opportunity to take optional courses
 - enter post-secondary institutions or seek employment.
-

Assisting in Student Planning

Certain courses are mandatory in order to meet diploma and certificate requirements. Some Grade 10 courses are prerequisites for more advanced senior high school courses. In order to avoid possible difficulties in later senior high school years, principals should ensure that students planning their Grade 10 programs are familiar with the guidelines.

Upon entry into senior high school, students registering in either Applied Mathematics 10 or Pure Mathematics 10 should have passed Mathematics 9. Students who have not been successful in Mathematics 9 can take either Mathematics 14, which leads to Mathematics 24, or register in Mathematics Preparation 10. Successful completion of Mathematics Preparation 10 leads to either of Applied Mathematics 10 or Pure Mathematics 10.

Principals are urged to ensure that credits to be earned are recorded correctly and checked carefully at the school level. For more information about these procedures, see under the Educational Information Exchange in the Instructional Delivery section.

Focused, Articulated Programming

Some school systems have worked in cooperation with local post-secondary institutions and employers to develop high school programming that articulates with a variety of programs in colleges and technical institutes, as well as meeting the requirements of the Alberta High School Diploma. This programming is focused in that it combines a selection of interrelated CTS courses with appropriate academic courses and off-campus learning. Many school systems use the term "Tech Prep" to describe such programming. Alberta Learning encourages these local initiatives.

Further information may be obtained from the Curriculum Standards Branch.

Student Information Needs

- Also see under Planning in Junior High for Senior High Programs in the ECS to Grade 9 Programming section.
- Students should be given assistance in planning their senior high school programs. Steps also should be taken to secure parents' understanding of and concurrence with their children's registrations.
- In planning a program, schools should ensure that students keep in mind the requirements for a diploma or a certificate as outlined in this guide.
- In addition to graduation requirements, a student's choice of subjects in senior high school may be governed by requirements adopted by the school authority that has jurisdiction over the student, provided that these requirements do not contravene the provisions of this guide.

In providing assistance to students planning their programs, care should be taken to ensure that such programs enable each student to attain the aim of either meeting entry requirements for post-secondary programs or acquiring the knowledge, skills and attitudes that will facilitate direct career entry. Also see Focused, Articulated Programming in this section.

- Students under age 16 may take distance learning courses from the Alberta Distance Learning Centre, subject to approval of the principal. Students aged 16 or over do not require approval of the principal to take distance learning courses.

For more information about the Alberta Distance Learning Centre, see the Instructional Delivery section.

- Students should be made aware of special programs that are available to meet their individual needs or the needs of their community.
- Students eligible under section 5 of the *School Act* have the opportunity to complete most of their core course work in French, with the exception of English language arts requirements.
- Aboriginal students also may access resources and programs that are designed to meet their needs and to further their knowledge of Aboriginal languages and cultures. Alberta Learning's policy on Native education is provided in the *Policy, Regulations and Forms Manual*.

Scholarships

All students should be made aware of the requirements for the Alexander Rutherford Scholarships for High School Achievement.

These scholarships are awarded to students achieving a minimum average of 80% in five designated subjects in Grade 10, Grade 11 and Grade 12. CTS courses may be used to meet the eligibility requirements for Grade 10 and Grade 11 only. Also see Percentages and Letter Gradings in this section.

Also, the top ten Alberta students graduating from Grade 12, as determined solely on the basis of diploma examination results in English Language Arts 30 or Français 30, Social Studies 30, and three other diploma examination subjects, are recognized as "Rutherford Scholars."

For more information, contact the Alberta Heritage Scholarship Fund.

General Requirements for Admission to Post-secondary Educational Institutions

Possession of an Alberta high school diploma or certificate does not necessarily guarantee admission to a post-secondary institution. Students who intend to enter a post-secondary institution should be advised, as early as Grade 10, to check the calendars of these institutions for admission requirements, and they should plan their senior high school programs accordingly. Information about post-secondary institutions can be found on the Alberta Learning Information Service (ALIS) web site at <<http://www.alberta-learning.ab.ca/>>.

For planning high school occupational and career and technology studies programs for articulation with the Apprenticeship and Industry Training Branch programs, see Apprenticeship Articulation under Career and Technology Studies in the Courses and Programs section.

Percentages and Letter Gradings

Marks are to be submitted to Alberta Learning in percentages. Physical Education 10, taken through a home education program, may be submitted as a pass or a fail.

Evaluations of course work completed outside of Alberta in schools recognized by the minister, whenever possible, are to be reported in percentages that conform to the Alberta scale below, or may be reported as a pass or a fail.

Percentage Scale	Letter Grading
80 – 100	A
65 – 79	B
50 – 64	C
0 – 49	F

The Alexander Rutherford Scholarships for High School Achievement require that achievement and evaluation in completed courses be reported in percentages. Subjects in which achievement is reported by letter grade are not considered in the calculation of averages by the scholarship fund administrators. Also see Scholarships in this section.

For more information, contact the Alberta Heritage Scholarship Fund.

High School Summer, Evening and Weekend Programs

Summer, evening and weekend programs for senior high school students may be offered by boards, accredited private schools and other accredited high schools; e.g., Alberta vocational colleges, private and public colleges.

The requirements noted in this guide apply to all schools offering senior high school summer, evening and weekend programs for credit, with the exception that for these programs, schools must provide access to instruction of at least 16 hours per credit.

The exceptions to the above are that Work Experience 15–25–35, Special Projects 10–20–30 and the Registered Apprenticeship Program courses require 25 hours per credit even when offered in summer, evening or weekend programs.

Three-credit courses in Work Experience 15–25–35 and Special Projects 10–20–30 will be offered for 62.5 hours and funded at 2.5 credit enrollment units.

Courses and Programs

Introduction

This section of the guide provides information primarily about senior high school courses and programs. However, in several instances, references to courses and programs are made for elementary, Kindergarten to Grade 6, and to junior high school, Grade 7 to Grade 9. Such references have been included here to reduce repetitiveness of information.

The areas pertaining to more than senior high school are:

- Career and Technology Studies
- French Immersion Programs
- Instructional Time and Funding
- Second Language Programs in Languages Other Than English or French
- Integrated Occupational Program
- Locally Developed Courses
- Mathematics
- Off-campus Education, including Work Study/Community Partnerships
- Physical Education.

Career and Life Management (CALM) 20

CALM 20 may be taken by senior high school students in their Grade 10, Grade 11 or Grade 12 year.

Principals may wish to consider the option of having students take CALM 20 in either their Grade 10 or Grade 12 year, if such students plan to take three sciences, as well as a fine arts or career and technology studies course in Grade 11.

Exemptions

Transfer-in students and mature students may be exempted from the CALM 20 requirement. See under the Grade 12 Exemptions for Transfer-in Students in the Student Achievement in Senior High School Subjects section and also the Mature Students section.

Career and Technology Studies

CTS is a competency-based curriculum with an integrated structure that provides increased opportunity for schools to offer programs to meet the needs of students.

CTS is organized into the following 22 strands. Strands are made up of 1-credit courses.

Agriculture
Career Transitions
Communication Technology
Community Health
Construction Technologies
Cosmetology Studies
Design Studies
Electro-Technologies
Energy and Mines
Enterprise and Innovation
Fabrication Studies
Fashion Studies
Financial Management
Foods
Forestry
Information Processing
Legal Studies
Logistics
Management and Marketing
Mechanics
Tourism Studies
Wildlife

Senior High School Credits for Courses Completed in Junior High School

Some students may complete successfully all of the outcomes for individual CTS courses while in junior high school. The senior high school principal may accept a recommendation from the junior high school principal that a student has completed successfully all of the course outcomes and should be given credit. A mark of "P" for pass, or a percentage grade, may be assigned to the student by the senior high school principal. This course can then be included when reporting student achievement through the normal student records system and will appear on the student's transcript.

Note 1: Any CTS courses completed in junior high school and recommended for credits in senior high school will not receive credit enrollment unit (CEU) funding.

Note 2: The course challenge provision does not apply to these students.

More information is available in the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*.

Reporting Student Achievement Schools are to report student achievement in CTS at the 1-credit course level.

Green Certificate Training Program

The Green Certificate Training Program is administered by Alberta Agriculture, Food and Rural Development. Alberta senior high school students can register in any one of the seven specializations available. Each specialization can be studied at three levels of increasing knowledge and proficiency.

The program is delivered off-campus, and students may earn credits for successfully completing a Green Certificate Training Program by enrolling in work experience, or a combination of work experience and career transitions courses, or work experience and agriculture courses.

Apprenticeship Articulation

Articulation agreements have been established with the Automotive Service Technician, Cabinetmaker, Carpenter, Cook, Electrician, Hairstylist and Welder trades. Based on these agreements, and a policy on prior learning assessment developed by the Apprenticeship and Industry Training Branch of Alberta Advanced Education and Career Development, students may qualify for a portion of the in-school training component and on-the-job credit for these trades. These students are to have taken the appropriate career and technology studies (CTS) courses and successfully challenged the appropriate theory examinations in the respective trades.

The articulation information regarding practical arts programs and the apprenticeable trades that was previously contained in this guide has been removed. Students who completed the old practical arts courses and wish to pursue an apprenticeship are encouraged to seek more information as indicated below.

For more information, contact the Apprenticeship and Industry Training Branch.

English as a Second Language

Senior high schools with students learning English as a second language should refer to the senior high school program of studies. Elementary schools should refer to the *Elementary English as a Second Language: Guide to Implementation*, 1996, available for purchase from the Learning Resources Distributing Centre, or for viewing and downloading from the Alberta Education web site. Junior high schools can find useful information in both of these documents.

For more information, see the English as a Second Language policy in the *Policy, Regulations and Forms Manual*, and the *Language Education Policy for Alberta*, 1988, or contact the Curriculum Standards Branch.

French Language

Language Policy

Boards offering French immersion and French as a second language programs shall develop, keep current and implement written policy and procedures consistent with provincial policies and procedures.

For more information, see under Junior High Optional Courses in the ECS to Grade 9 Programming section. Also see the *Policy, Regulations and Forms Manual*.

French as a Second Language Program

The senior high school French as a Second Language (FSL) program consists of seven courses:

- French 13 (Beginning French 1/2)
- French 10 (Beginning French 2/3)
- French 20 (Intermediate French 4/5)
- French 30 (Intermediate French 5/6)
- French 31a (Advanced French 7)
- French 31b (Advanced French 8)
- French 31c (Advanced French 9).

The school-leaving standard for FSL is French 30 (Intermediate French 5/6).

When students enter senior high school, they should be placed in FSL courses that correspond to their level of proficiency in FSL. For example, a student who has acquired the skills and knowledge required in Beginning level FSL should be placed in French 20. A student who has completed the equivalent of French 20 in junior high school should be placed in French 30.

Note: To assist with the placement of students in FSL courses, see *French as a Second Language: Placement Instruments for Senior High School Courses*, Alberta Education, 1998.

**French as a
Second Language
Course Challenge**

French 13 is a course for students who have not taken French prior to senior high school, or for students who have not attained Beginning level 2 proficiency, the prerequisite for French 10.

Students planning to use French as one of their courses for Alexander Rutherford scholarship purposes may present a French course (10–20–30/31) at each grade level. Students who go directly into French 31a, 31b or 31c may use one of these courses to meet the Grade 12 scholarship requirements. For these students to meet the Grade 10 and/or Grade 11 scholarship requirements, they would have to challenge French 10 and/or French 20. This provision will be replaced at the end of the 1999–2000 school year.

Effective September 2000, students can challenge only the following FSL courses: French 20, French 30, French 31a, 31b and 31c.

In the assessment process, students perform a number of oral, written and comprehension tasks, and show samples of their work that demonstrate the expected standards for the course being challenged. Student performance and quality of work is to be evaluated by a certificated teacher who has expertise in FSL.

Exceptions

French 13 is excluded from the course challenge and waived prerequisite provisions. Commencing in the 2000–2001 school year French 10 will no longer be available for challenge purposes.

**Gifted and Talented
Student Programs**

[For Senior High Schools]
International
Baccalaureate Program,
Advanced Placement
Program,
Locally Developed/Acquired
and Locally Authorized
Optional Courses

Schools are encouraged to challenge capable students beyond the 10–20–30 course sequences. This challenge can be provided through the International Baccalaureate program, or by preparing students to challenge the Advanced Placement program examinations, or by offering locally developed/acquired and locally authorized courses. These programs extend the outcomes beyond the provincial 10–20–30 course sequences.

Schools should inform students of the acceptability of International Baccalaureate courses, of the Advanced Placement program, and of locally developed/acquired and locally authorized courses for credit and/or advanced placement by post-secondary institutions.

Schools also should inform students that these gifted and talented student programs do not replace the diploma requirements outlined in the Senior High School Graduation Requirements section.

Instruction in Languages Other than English

Bilingual Programs

According to section 6 of the *School Act*, a school board may authorize the use of a language other than English or French as a language of instruction. In such cases, "**partial immersion (bilingual) program**" means a program in which a language other than English or French is used as the language of instruction, to a maximum of 50% of the instructional day. A Ukrainian Language Arts (ECS to Grade 12) program of studies is available provincially. School authorities wishing to develop a language arts program in a language other than English or French should consult the document *Framework for a Locally Developed Language Arts Curriculum for a Language Other Than English or French (ECS-Grade 12)*, 1989.

Francophone Programs

Section 5 of the *School Act* states that where individuals have rights under section 23 of the *Canadian Charter of Rights and Freedoms* to have their children receive school instruction in French, their children are entitled to receive that instruction in accordance with those rights wherever in the province those rights apply. School jurisdictions should consult the *Language Education Policy for Alberta*, 1988 and the *Policy, Regulations and Forms Manual*.

For more information, contact the Language Services Branch.

French Immersion Programs

According to section 6 of the *School Act*, a board may authorize the use of French or any other language as a language of instruction. Alberta Learning encourages opportunities for all Alberta students to learn French by making available programs and services for French immersion and French as a second language programs and courses.

Instructional Time

Research and experience have demonstrated clearly that student proficiency in the French language is strongly correlated to the amount of time during which French is used as a language of instruction. Recognizing that many local factors may determine the time allocated to instruction in the French language, the following ranges are recommended as supportive of the objectives of French immersion programs.

Kindergarten	100%
Grades 1-2	90%-100%
Grades 3-6	70%-80%
Grades 7-9	50%-80%
Grades 10-12	40%-80%

More information is available in the *Policy, Regulations and Forms Manual*, the current *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*, and from the Language Services Branch.

Funding

The following table summarizes the minimum number of instructional hours per year, using French as the language of instruction, that are required to qualify for Official Languages in Education program funding and for full-time equivalent (FTE) funding in French immersion/French first language programs.

French Immersion/ French First Language	Instructional Hours in French for Minimum Program Funding	Instructional Hours in French for Full FTE Funding
Kindergarten	190	712
Grades 1 to 6	475	712
Grades 7 to 9	380	570
Grades 10 to 12	250 (10 credits)	600

School authorities only receive funding at the French as a second language rate for students who receive less than the above minimum number of instructional hours in French. That is, less than 190 hours in Kindergarten, less than 475 hours in Grade 1 to Grade 6, less than 380 hours in Grade 7 to Grade 9, and less than 250 hours in Grade 10 to Grade 12.

For more information, see the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*.

Second Language Programs in Languages Other than English or French

A “second language course” means a course in which the second language is studied as a subject for the purpose of developing communication skills and cultural awareness.

Second language courses, for senior high school, have been developed provincially for Blackfoot, Cree, German, Italian, Japanese, Latin, Spanish and Ukrainian.

The Blackfoot and Cree, ECS to Grade 9, Language and Culture programs are intended for students beginning their study of these languages in Grade 1; however, both these programs may be adjusted to meet the learning needs of students who commence their studies in junior high school.

Separate Blackfoot 10–20–30 and Cree 10–20–30 programs are also available to senior high school students.

A two-year, junior high program is available in German. A Ukrainian as a second language program is available for students beginning the study of the Ukrainian language in Grade 7.

Locally Developed Courses in Second Languages

Locally developed/acquired and locally authorized courses in second languages are also available. See the Locally Developed/Acquired and Locally Authorized Junior and Senior High School Optional Courses policy in the *Policy, Regulations and Forms Manual*; the *Language Education Policy for Alberta*, 1998; or contact the Curriculum Standards Branch for more information.

Integrated Occupational Program

The Integrated Occupational Program (IOP) is a five-year program that begins in the Grade 8 year of schooling and continues through the Grade 12 year of schooling. It is for students who demonstrate reading, writing, computational and other levels of achievement below those of their age peers.

The IOP is intended for students who require an integrated program that enhances their academic and occupational competencies as well as their ability to enter into employment and/or continuing education and training. The program provides students with opportunities to acquire, consolidate and expand on knowledge, skills and attitudes necessary for successful transfer to regular programs or for progression through the IOP.

The Integrated Occupational Program is available to students in grades 8, 9, 10, 11 and 12 in jurisdictions that choose to offer the program. Certificates of Achievement are awarded to those who successfully complete the program. Most students entering the senior high IOP will have completed the junior high IOP. However, students may enter the Integrated Occupational Program in their Grade 10 year.

The following criteria have been established, which, taken together, may help determine student eligibility for the Integrated Occupational Program.

- **Age: Students must be 12 years and six months of age or older as of September 1 of the current school year and be entering their Grade 8 year.**

- **Achievement:** Candidates for the Integrated Occupational Program have a range of abilities and interests. Their achievement levels tend to make it difficult for them to experience success in a diploma program.
- **Related Factors:** Some of the factors that should be considered are: behaviour, motivation, emotional makeup, psychomotor coordination, work habits, attendance, persistence.
- **Learning Styles:** Candidates benefit from concrete learning experiences.

IOP academic courses focus on the development of knowledge, skills and attitudes necessary for everyday living at home, in the community and on the job. IOP occupational courses provide students with the opportunity to apply the knowledge, skills and attitudes developed in academic courses and, at the same time, prepare them for entry-level job opportunities in eight occupational clusters.

The eight occupational clusters are: agribusiness, business and office operations, construction and fabrication, creative arts, natural resources, personal and public services, tourism and hospitality, and transportation. Community partnerships are integral to all IOP courses. See Off-campus Education in this section.

More information is provided in the *Integrated Occupational Program Information Manual for Administrators, Counsellors and Teachers*, 1994; in the *Policy, Regulations and Forms Manual*; and in the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*.

Junior High IOP Core and Occupational Courses

A student shall have access to a minimum of 950 hours of instruction at Grade 8 and Grade 9.

- The recommended time allotment for Integrated Occupational Program (IOP) courses is:

Minimum Core Time	575	hours per year
Minimum Occupational Courses Time	225	hours per year
Unspecified Core and/or		
Occupational Courses Time	150	hours per year
Minimum TOTAL Instructional Time	950	hours per year

-
- The IOP Occupational Courses consist of Business Education, Personal and Public Services, and Technical/Occupational courses. Both Grade 8 and Grade 9 instruction are to include at least two of these three occupational courses.
 - Unspecified time of 150 hours may be used to provide additional instructional time in the IOP academic core courses and/or the occupational courses.
-

Senior High IOP Courses

Although academic courses in the Integrated Occupational Program are designated 3-credit courses, schools are encouraged to provide more instructional time than would normally be allocated for a 3-credit course, if this would help to ensure student success.

Some students in the Integrated Occupational Program, upon completion of a Certificate of Achievement, may wish to complete their Alberta High School Diploma as well. Should this occur, 10 credits in a 36-level course from any occupational cluster will satisfy both of the 10-credit requirements for the Alberta High School Diploma. Students who wish to complete the Alberta High School Diploma are expected to satisfy the requirements as outlined in the Senior High School Graduation Requirements section.

Some students in the Integrated Occupational Program may wish to complete an Alberta High School Diploma rather than completing their Certificate of Achievement. These students are expected to meet the specified Alberta High School Diploma graduation requirements.

Locally Developed/Acquired and Locally Authorized Junior and Senior High School Optional Courses^❶

Alberta Learning supports the local development and authorization of junior high school and senior high school optional courses, which do not duplicate provincially authorized courses, to further develop and cultivate the unique interests and abilities of students, to foster educational improvement and excellence through innovation at the local level to meet the unique needs of a local community.

In developing/acquiring instructional materials, school boards should take into account such criteria as curriculum fit, criteria for promoting respect and understanding, appropriateness for student developmental stages and criteria for instructional design.

Instruction in a locally developed course being offered for credit should not commence without the prior approval of the school authority.

Prior to submitting a course outline to the school authority for approval, the course outline is to be forwarded to the Director, Curriculum Standards Branch, for review regarding overlap with provincially authorized curriculum. The review documentation, along with the course outline, is to be filed with the school authority as it considers course approval.

School authorities then forward all completed authorizations and course outlines of credit courses, including second language courses, to the Director, Curriculum Standards Branch, by May 31 for implementation in the first semester of the following school year, or by December 31 for implementation in the second semester of the same school year. Alberta Learning keeps these on file and maintains a locally developed/acquired courses database.

All school authorities wishing to continue offering a locally authorized course need to reauthorize their locally developed/acquired courses or programs every three years. Reauthorizations do not require a review for overlap by the Curriculum Standards Branch.

❶ The waiver prerequisite provision does not apply to any locally developed/acquired and locally authorized senior high school optional courses.

School authorities are to inform the Director, Curriculum Standards Branch, of all locally developed/acquired course reauthorizations, including second language courses. New board motions for these reauthorizations also are to be forwarded to the Director, Curriculum Standards Branch, for all courses, including second language courses.

School authorities are responsible for obtaining clearance of copyright and permission to use courses, learning resources and other related materials developed by other school authorities.

For more information on locally developed/acquired and locally authorized junior and senior high school complementary courses, refer to the *Policy, Regulations and Forms Manual*.

Information on Courses

For current information on which locally developed/acquired and locally authorized courses are being offered in the province, contact the Curriculum Standards Branch.

International Baccalaureate

School authorities offering the International Baccalaureate program are permitted to develop and locally authorize these courses. Only those schools offering the International Baccalaureate program are permitted to use these courses.

Religious Studies

Religious studies may be offered at the discretion of the school board under section 33 of the *School Act*.

School authorities requiring the authorization or reauthorization of religious studies courses are to continue following the Locally Developed Religious Studies Courses provision. A description of each course is to be forwarded to the Director, Curriculum Standards Branch.

School authorities wishing to offer locally developed religious studies courses for credit should refer to the Locally Developed Religious Studies Courses provision. These courses continue to require ministerial authorization.

All school authorities wishing to continue offering locally developed religious studies courses for credit need to submit their requests for reauthorization to the Director, Curriculum Standards Branch, every three years.

For more information on locally developed/acquired and locally authorized junior and senior high school complementary courses, refer to the *Policy, Regulations and Forms Manual*.

Mathematics

The new senior high school mathematics programs have resulted in content changes in this guide in the following areas:

- Planning in Junior High for Senior High Programs in the ECS to Grade 9 Programming section
- Assisting in Student Planning in the Senior High School Programming section
- Transfer Points, under Mathematics, in the Courses and Programs section
- Alberta High School Diploma Graduation Requirements in the Senior High School Graduation Requirements section
- Course Challenge, under Exceptions, in the Awarding Course Credits section
- Waiver of Prerequisites and Credits for Waived Prerequisite Courses, under Exceptions, in the Awarding Course Credits section
- Courses Eligible for Retroactive Credits, under Retroactive Credits, in the Awarding Course Credits section
- Appendix 1: Provincially Authorized Senior High School Courses, Course Codes and Course Names, under Mathematics.

Mathematics Preparation 10

Commencing in July 1999, Mathematics Preparation 10 can be offered in senior high school to those students who have not experienced success in Grade 9 mathematics. Mathematics Preparation 10 leads to both the applied and pure mathematics sequences and may be offered for 1, 2, 3, 4 or 5 credits. One credit is equal to 25 hours of instruction and is funded at one credit enrollment unit (CEU) per course credit. A 3-credit course may be offered for 62.5 hours of instruction and will be funded at 2.5 CEUs.

Music— Private Study

When a student requests music credits for private study, in voice or an instrument, a principal may grant 5 credits for each of:

- Choral Music 10 for voice or Instrumental Music 10 for an instrument
- Choral Music 20 for voice or Instrumental Music 20 for an instrument
- Choral Music 30 for voice or Instrumental Music 30 for an instrument.

Students are not to receive credits for both school music and music by private study when those programs are both instrumental or both choral [voice]. The maximum credits a student can earn in either a Choral Music 10–20–30 program or an Instrumental Music 10–20–30 program is fifteen.

For example, a student cannot earn 15 credits in instrumental school music and another 15 credits in instrumental private study. This does not affect locally developed/acquired and locally authorized courses.

Credits for work in private music study completed in previous years may be applied to courses in advance of the student's current grade level.

If a student presents an official transcript verifying that he or she has achieved the outcomes required for the equivalent of a 30-level credit, the principal is to recommend the awarding of a maximum of 15 credits in music (5 each for 10 level, 20 level and 30 level), whether or not the student has documentation for all the required components for equivalent credits for the 10 and 20 levels.

Similarly, if a student has achieved the outcomes required for 20-level equivalency, the principal is to recommend the awarding of 10 credits in music (5 for the 10 level and 5 for the 20 level). The chart, which follows, provides the information necessary for principals to recommend credits for music taken by private study.

Using the High School Evaluation Report form available from the Educational Information Exchange (EIE), the principal is to evaluate the documents and provide this information to the EIE. This can also be accomplished electronically. To obtain credit, students are to have passed both the practical and the theory components listed in the chart for that course level.

Marks submitted by schools to Alberta Learning should be calculated for each course level as follows:

Practical Component (Course Level)	– 70% of mark submitted
Other Components (Theory)	– 30% of mark submitted

Note: Principals are to recommend credits only on the basis of official transcripts as issued by Conservatory Canada, the Royal Conservatory of Toronto or Mount Royal College, Calgary. Diplomas, photocopies of diplomas or photocopies of transcripts are themselves insufficient for evaluation purposes.

In those instances where a student does not provide an official transcript for each lower course level being evaluated, the principal is to report a mark of "P" for pass, rather than a percentage score, when recommending the awarding of waived credits.

**COURSES FOR WHICH CREDITS MAY BE RECOMMENDED
FOR MUSIC TAKEN BY PRIVATE STUDY
Revised 1999**

		10-level Courses	20-level Courses	30-level Courses
Conservatory Canada	Voice ^①	Grade 6 + Theory II	Grade 7 + Theory III	Grade 8 + Theory IV
	Electronic Organ, Pipe Organ, Organ	Grade 6 + Theory II	Grade 7 + Theory III	Grade 8 + Theory IV
	Piano, Strings, Guitar ^②	Grade 6 + Theory II	Grade 7 + Theory III	Grade 8 + Theory IV
	Woodwind, ^③ Brass ^④	Grade 6 + Theory II	Grade 7 + Theory III	Grade 8 + Theory IV
Royal Conservatory of Toronto	Voice ^①	Grade 6 + Theory I	Grade 7 + Theory II	Grade 8 + Theory II
	Piano, Strings, ^② Accordion, Guitar	Grade 6 + Theory I	Grade 7 + Theory II	Grade 8 + Theory II
	Woodwind, ^③ Brass, ^④ Percussion, Recorder	Grade 4 + Theory I	Grade 6 + Theory II	Grade 8 + Theory II
Mount Royal College, Calgary	Voice ^①	Grade 4 + Theory I	Grade 6 + Theory II	Grade 8 + Theory II
	Piano, Strings ^②	Grade 6 + Theory I	Grade 7 + Theory II	Grade 8 + Theory II
	Woodwind, ^③ Brass, ^④ Percussion	Grade 4 + Theory I	Grade 6 + Theory II	Grade 8 + Theory II

- ① All voice courses count as Choral Music 10–20–30 respectively for high school credits. All other courses are to be used for Instrumental Music 10–20–30 respectively.
- ② Strings include violin, viola, violoncello and double bass only.
- ③ Woodwind includes flute, oboe, bassoon, clarinet and saxophone only.
- ④ Brass includes trumpet, horn (French horn), trombone, euphonium and tuba only.

Off-campus Education

Alberta Learning's three-year business plan encourages schools and teachers to take advantage of different delivery options, such as distance education and workplace learning. The Off-Campus Education policy supports efforts made to enhance and expand learning through the use of community resources. The policy includes a number of programs and a range of instructional and delivery strategies. The Off-Campus Education policy:

- supports the use of off-campus initiatives across the curriculum; that is, courses and course components in both core and optional subject areas
- supports the issuing of high school credit for workplace learning that is approved by the school and by the employer.

Specific procedures and legislation about off-campus education programs are provided in the *Off-campus Education Guide for Administrators, Counsellors and Teachers*, 1997 and the *Policy, Regulations and Forms Manual*.

The off-campus policy includes the following categories:

- Integrated Occupational Program
- Registered Apprenticeship Program
- Work Experience 15–25–35.

Program components include:

- community partnerships
- job shadowing
- job sharing
- mentorships
- work study.

Registered Apprenticeship Program

The Registered Apprenticeship Program (RAP) is a program in which students spend part of their time in school and part of their time in industry as registered apprentices in one of Alberta's 50 designated trades.

Information about RAP may be obtained from the Curriculum Standards Branch or from the nearest Career Development Centre of the Apprenticeship and Industry Training Branch, Alberta Advanced Education and Career Development. Additional information, course sequences and course codes and names for RAP are contained in Appendix 2.

Work Experience 15–25–35

Work experience education is addressed in the Off-Campus Education policy.

1. Each of the Work Experience 15–25–35 courses, at each level, may be offered for 3, 4, 5, 6, 7, 8, 9 or 10 credits. For students who entered Grade 10 from September 1994 onward, the number of work experience credits that may count toward a diploma is limited to 15.
2. Career Readiness courses are available within the Career Transitions strand of the Career and Technology Studies program. These courses are linked to the Work Experience 15–25–35 courses, as follows.
 - The introductory course, CTR1010: Job Preparation, is a required course for, but in addition to, the first work experience course taken by a student.
 - The intermediate course, CTR2010: Job Maintenance, is a recommended course for the second work experience course taken by a student.
 - The advanced course, CTR3010: Preparing for Change, is a recommended course for the third work experience course taken by a student.

The following procedures associated with previous work experience education courses are retained.

- Each work experience course is to be time-based; i.e., 25 hours per credit. The exception is that 3-credit courses are to be offered for 62.5 hours and will be funded at 2.5 credit enrollment units.
- A student may enroll in Work Experience 35 without having completed Work Experience 15 and/or Work Experience 25.
- A student completing Work Experience 35 for 10 credits will have met the "10 credits in any 30-level courses" graduation requirement for the Alberta High School Diploma.
- The provision of credits for waived prerequisite courses, as outlined in this guide, does not apply to Work Experience 15–25–35. Nor does the course challenge provision apply.

Learning Plans

The board shall be responsible for ensuring that course content, where available, is followed and where necessary, developed; and that off-campus education courses approved by the board shall specify outcomes for each student, as covered in Procedure 3 and Procedure 4 of the Off-Campus Education policy.

It is recommended that learning plans be developed for students enrolled in a work experience course through consultations among the teacher, student and employer.

A summary of competencies for each participating student outlines for employers the expectations that go along with participation in the program. It is recommended that the teacher sit down with the employer and attempt to "flesh out" in writing what kind of tasks the student is expected to perform, and that the on-site supervisor [employer] evaluates student performance in conjunction with the teacher.

Sample Learning Plan Templates are provided in the *Off-campus Education Guide for Administrators, Counsellors and Teachers*, 1997.

Reporting Work Experience Credits

When schools report work experience marks and credits to the Educational Information Exchange, they are to report the marks and credits given for career transitions courses separately as career and technology studies. For example, a student who took work experience for a total of 6 credits, which included the required CTR1010 course, should be reported as having taken a 1-credit CTS course and a 5-credit Work Experience 15 course.

Work Study/ Community Partnerships

Work study and community partnerships are components of other courses integrated into the teaching and experiential learning activities under the cooperative supervision of teacher-coordinators and employers.

Community partnerships included in the Integrated Occupational Program are addressed in the *Integrated Occupational Program Information Manual for Administrators, Counsellors and Teachers*, 1994.

Work Study

Work study education provides an opportunity for junior and senior high school students to apply the knowledge, skills and attitudes they have acquired in course work to real-life situations through a school-community partnership arrangement.

Work study includes experiential learning activities undertaken by a student:

- as an integral part of an approved school course or program
- under the cooperative supervision of the subject area teacher-coordinator and the employer.

It is recommended that junior high school work study take place between 8:30 AM and 4:30 PM, Monday through Friday.

Community Partnerships

Community partnerships are based on the belief that educators can enhance student learning experiences by bringing the community into the school and by placing students out into the community.

Using the expertise, talent and resources of community-based service organizations and agencies, and of business, industry, citizen groups and parents, schools can enrich the educational experiences of students. School authorities are encouraged to develop policies respecting community partnerships and business involvement in education. Also see Partnerships between School and Community under the General Principles for Effective Programming in the Vision, Mission and Principles, and Basic Education section.

Students may be introduced to the concept of community partnerships through such activities as:

- inviting members of the community into the school as guest speakers or to give demonstrations
- involving community members in special events, such as career days or education week
- touring local businesses and industries
- sharing resources, such as films, videos, booklets, pamphlets, equipment or specialized laboratory facilities
- participating in programs, such as work study, job shadowing or mentorships
- participating in community service activities.

Physical Education

As an integral part of the well-balanced physical education program, activities should be selected to contribute to the attainment of the outcomes.

Exemptions—Junior and Senior High Schools

In the following specified circumstances, however, exemptions may be warranted from one or more dimensions of a physical education course.

Category	Conditions for Exemption	Procedures	Alternative Experiences
INDIVIDUAL	Religious beliefs	<ul style="list-style-type: none"> • Statement in writing from parent to principal. 	<ul style="list-style-type: none"> • When exemption is granted, alternative activities consistent with the goals and objectives of the specific dimension should be substituted, where appropriate.
INDIVIDUAL	Medical	<ul style="list-style-type: none"> • Certification to principal by medical practitioner with statement of activities in which the student is not able to participate. 	
CLASS, GRADE OR SCHOOL	Access to facilities	<ul style="list-style-type: none"> • Initiated by school authority or parent. • Approved by school authority. 	

Exemptions—Senior High School

When a Grade 10 student is unable to meet the requirement for Physical Education 10 for medical reasons, every effort should be made to meet this requirement during the Grade 11 or Grade 12 year.

Notice of a student's exemption from Physical Education 10 is to be reported by the principal, to the Educational Information Exchange, by April 30 in the year of the student's anticipated graduation. When using the High School Course Reporting Form, an "EXP" is to be placed in the Completion Status column.

Students exempted from the Physical Education 10 requirement still are to present the total number of credits required for graduation.

Home Education

The results for Physical Education 10, taken through a home education program, may be submitted to Alberta Learning as a pass or as a fail.

Special Projects Credits

Special projects credits are designed to recognize work undertaken by students on an individual or small group basis and should not be used as a means of offering credits for unapproved courses. Students may enroll in Special Projects 10, 20 or 30. Special Projects 20 and Special Projects 30 do not have prerequisites.

Purpose

Special projects serve two major functions.

- Students become involved in the selection, planning and organization of their own programs.
- Students pursue activities in which they have considerable interest or ability but which are not within the scope of the regular curriculum or the programs being offered in the school.

Procedures

The requirements for special projects^① credits are outlined below.

- Each project shall be carried out under the supervision of a staff teacher in the school.
- Students are required to submit a clearly planned proposal to the principal for approval, which should include:
 - description or outline of the project
 - number of hours of work expected to complete the project
 - method by which the project is to be carried out
 - description of the expected result
 - evaluation procedures as outlined by a teacher
 - completion date expected
 - name of the supervising teacher.

^① 4-H projects may qualify as special projects as long as they meet the requirements indicated. A student may not present a 4-H finished project for credit, without following the requirements indicated.

- The principal shall retain a copy of each special project proposal until the project is completed.
- The content of the special project need not be related to a specific school subject.
- If a special project is related to a specific school subject, the content of the project shall be distinct from, and in addition to, regular course requirements.
- Projects shall be completed and reported to the principal prior to the conclusion of the semester or full term.
- Where a project takes a student off campus, the provisions of the Off-Campus Education policy (see *Policy, Regulations and Forms Manual*) shall apply.
- Special projects credits may be applied toward the Alberta High School Diploma.
- Students who successfully complete projects are granted 3 credits for 62.5 hours of work or 5 credits for 125 hours of work in any one semester, or full term on the approval of the principal. Three-credit special projects courses will be funded at 2.5 credit enrollment units.
- Special projects also may be offered for 1, 2 or 4 credits. Credits will be awarded for successful completion in any one semester, or full term, on approval of the principal. These special projects courses will be funded at one credit enrollment unit, per course credit, for each 25 hours of instruction.
- School jurisdictions shall develop policies to ensure overall consistency and standardization of procedures governing special projects in their schools. Evaluation and reporting procedures should be included in the policy.
- A student completing Special Projects 30 may use these credits to partially fulfill the “10 credits in any 30-level courses” graduation requirement for the Alberta High School Diploma.

The following restrictions apply to special projects.

- Special projects credits shall not be awarded for student activities that would be considered a normal part of extracurricular or cocurricular activities generally offered by a school; e.g., school team sports, school newspaper, yearbook.
- In instances where a student enrolls in more than one special project, credits shall not be approved unless the projects vary substantially from year to year or demonstrate increased levels of proficiency.

Transfer Points

Provincially developed programs are designed to accommodate transfer between course sequences at particular points. Also see under Course Sequence Transfer in the Awarding Course Credits section.

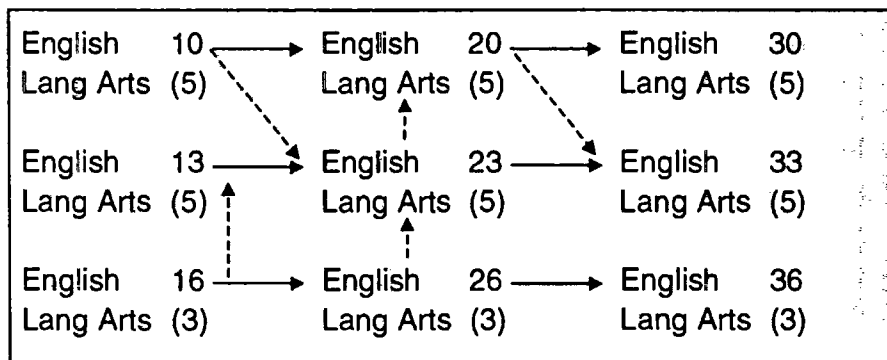
Special circumstances may warrant student transfer at other points in the curriculum; however, the standard transfer points are as follows for:

- English Language Arts Program
- French Language Arts Program
- Français Program
- French as a Second Language Program
- Mathematics Program
- Science Program
- Social Studies Program
- IOP, Occupational Courses to Career and Technology Studies Courses.

Students generally take the prerequisite in a course sequence, e.g., English Language Arts 10–20–30. This route is designated by solid arrows. However, Alberta Learning recognizes that students may transfer between course sequences and these recommended routes are designated by broken arrows.

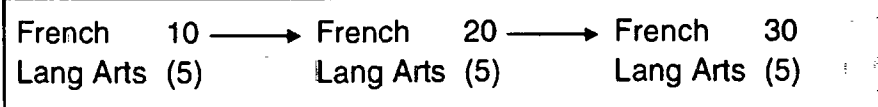
The school authority shall have a policy that clearly states the criteria to be met by a student who wishes to change program routes.

English Language Arts Program

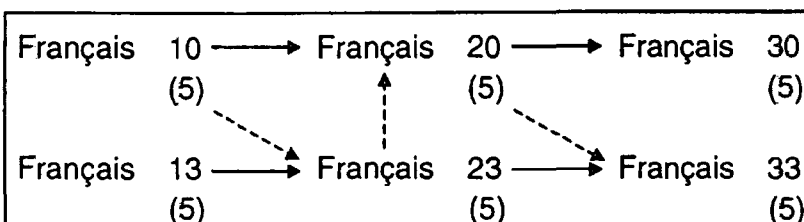


Note: English Language Arts 30 and English Language Arts 33 may be taken in the same semester. If this occurs, it is the responsibility of the student to ensure that appropriate arrangements are made to write both diploma examinations.

French Language Arts Program

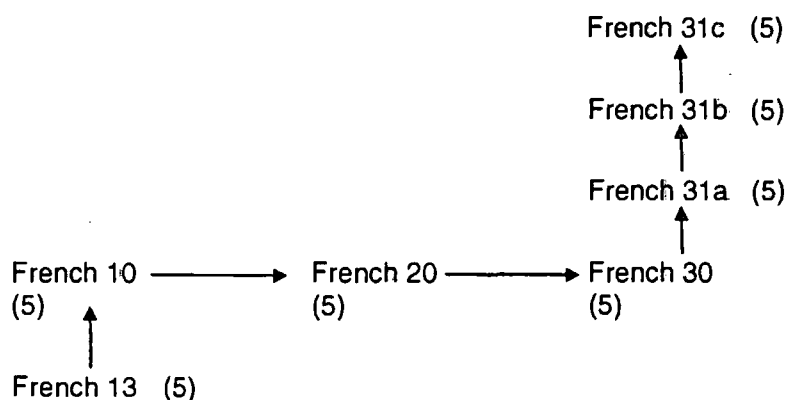


Français Program

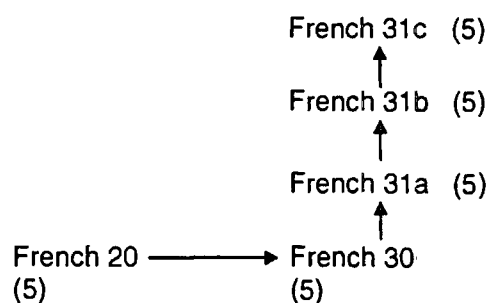


French as a Second Language Program

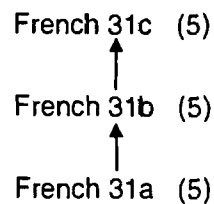
1. For Students Commencing French in Senior High School



2. For Students Who Have Completed the Beginning Level Prior to Grade 10

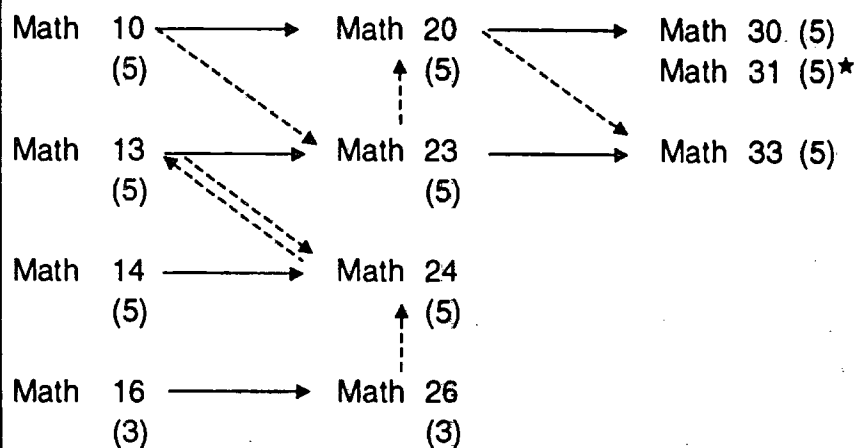


3. For Students Who Have Completed the Beginning Level and the Intermediate Level Prior to Grade 10



Mathematics Program

For Students Who Entered Grade 10
Prior to September 1998

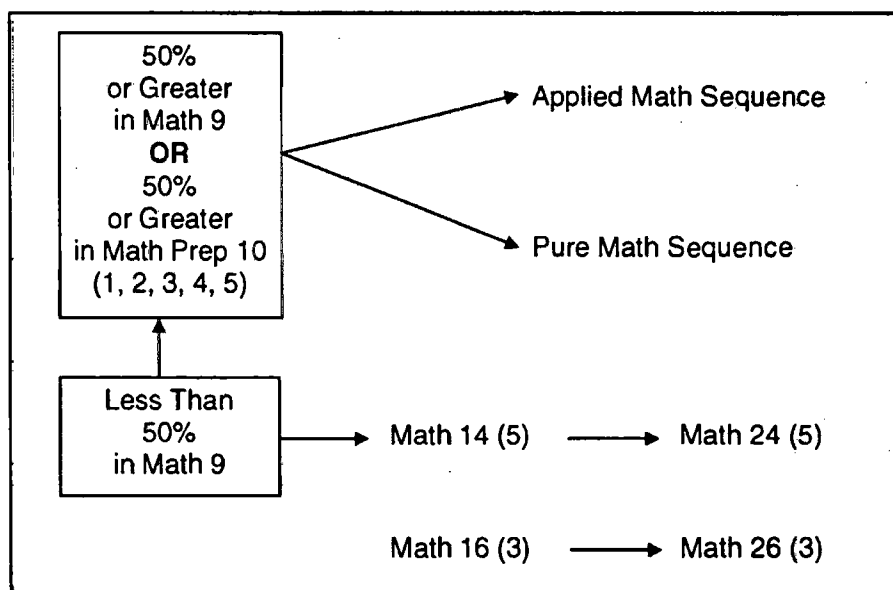


*Mathematics 30 is the corequisite for Mathematics 31.

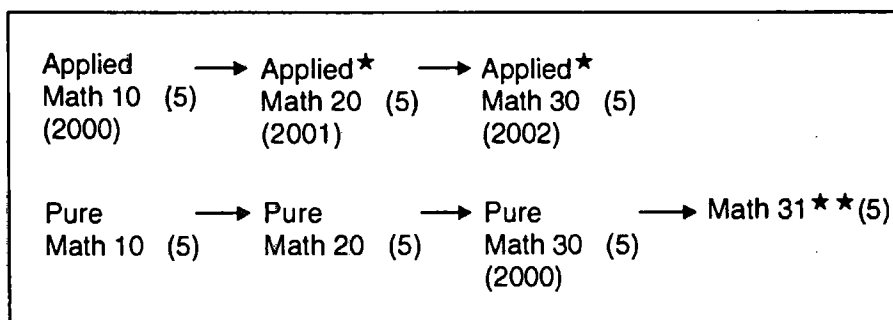
Note: Mathematics 30 and Mathematics 33 may be taken in the same semester. If this occurs, it is the responsibility of the student to ensure that appropriate arrangements are made to write both diploma examinations.

For Students Who Entered
Grade 10
in September 1998
or Subsequent
School Years

Possible Sequences



Applied and
Pure Sequences

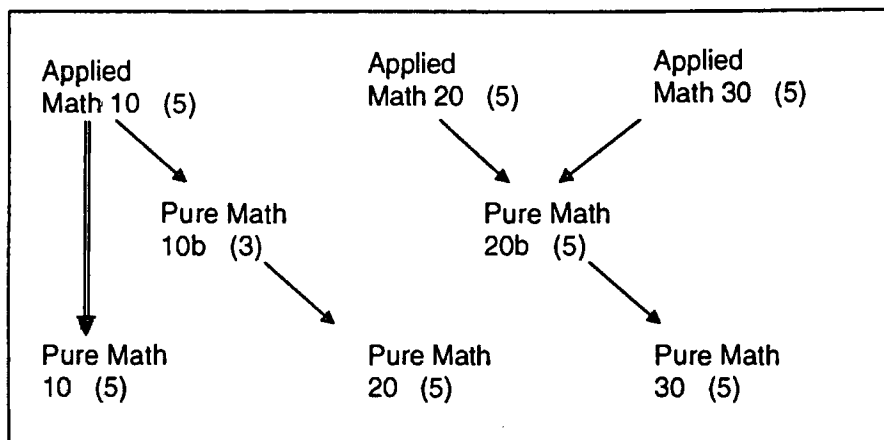


* These courses may be implemented on an optional basis up to two years prior to provincial implementation.

** Pure Mathematics 30 is a corequisite for Mathematics 31.

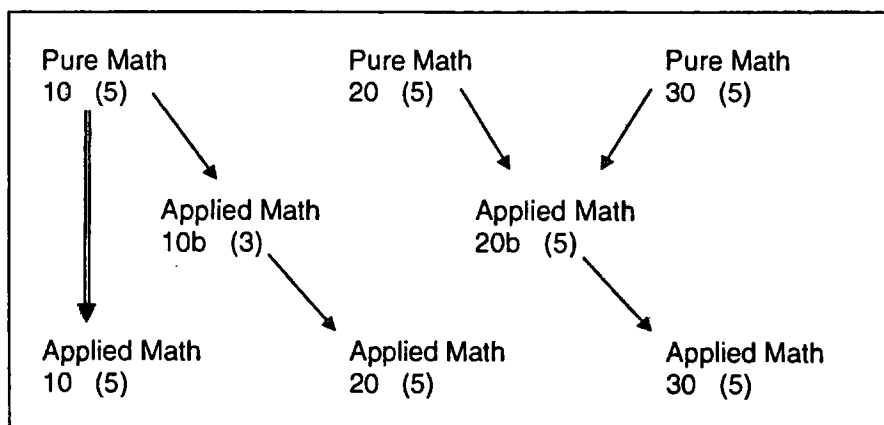
Transferring from Applied to Pure

*[Always requires a minimum of
four courses to complete the
sequence to the 30-level.]*

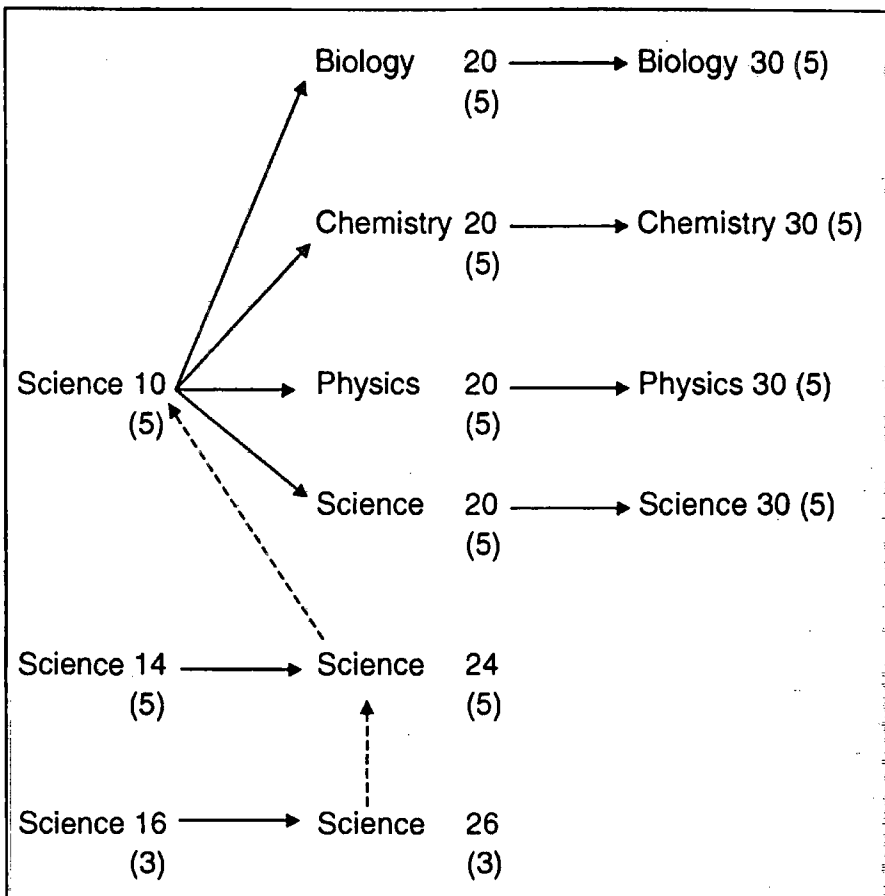


Transferring from Pure to Applied

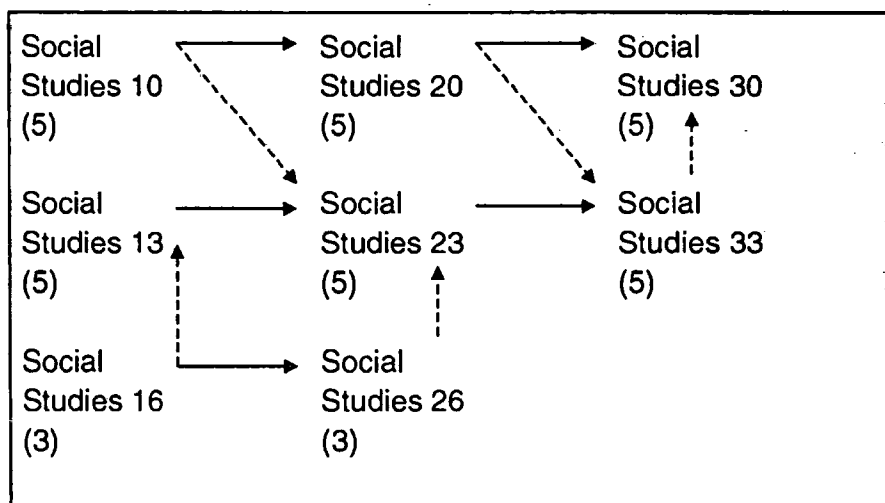
*[Always requires a minimum of
four courses to complete the
sequence to the 30-level.]*



Science Program

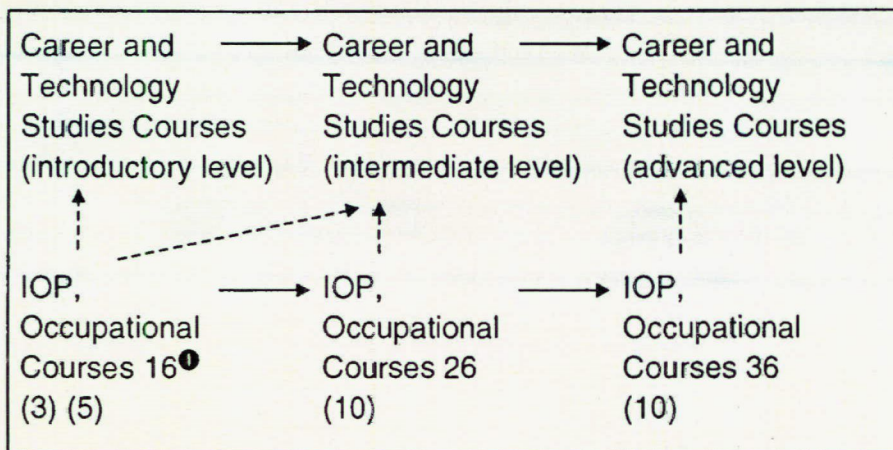


Social Studies Program



Note: Social Studies 30 and Social Studies 33 may be taken in the same semester. If this occurs, it is the responsibility of the student to ensure that appropriate arrangements are made to write both diploma examinations.

IOP, Occupational Courses to Career and Technology Studies Courses



- ❶ Transfer from a 16-level occupational course directly to an intermediate-level career and technology studies course may be considered where there is content relevancy and prerequisite requirements are met.

Administrators are referred to the Senior High School Graduation Requirements section for more information regarding student transfer to the Alberta High School Diploma route.

PROGRAM ADMINISTRATION: Instructional Delivery

Controversial Issues

Controversial issues are those topics that are publicly sensitive and on which there is no consensus of values or beliefs. They include topics on which reasonable people may sincerely disagree. Opportunities to deal with these issues are an integral part of student education in Alberta.

Studying controversial issues is important in preparing students to participate responsibly in a democratic and pluralistic society. Such study provides opportunities to develop the ability to think clearly, to reason logically, to open-mindedly and respectfully examine different points of view, and to make sound judgements.

Teachers, students and others participating in studies or discussions of controversial issues shall exercise sensitivity to ensure that students and others are not ridiculed, embarrassed, or intimidated for positions that they hold on controversial issues.

Information regarding controversial issues:

- represent alternative points of view, subject to the condition that information presented is not restricted by any federal or provincial law
- appropriately reflect the maturity, capabilities and educational needs of the students
- meet the requirements of provincially prescribed and approved courses of study and education programs

- reflect the neighbourhood and community in which the school is located, as well as provincial, national and international contexts.

Controversial issues that have been anticipated by the teacher, and those that may arise incidentally in the course of instruction, should be used by the teacher to promote critical inquiry rather than advocacy, and to teach students how to think rather than what to think.

The school plays a supportive role to parents in the areas of values and moral development, and shall handle parental decisions in regard to controversial issues with respect and sensitivity.

Distance Learning

In June of 1997, Alberta Learning transferred the instructional services of the Alberta Distance Learning Centre (ADLC) to the Pembina Hills Regional Division No. 7. The name Alberta Distance Learning Centre was retained when it became part of Pembina Hills. The ADLC continues to operate from its present locations in Barrhead, Edmonton and Calgary.

Alberta Learning continues to design, develop and produce distance learning courses and courseware through the new Learning Technologies Branch (LTB). See Learning Technologies in this section.

Educational Information Exchange

The Educational Information Exchange (EIE) collects, maintains and distributes basic data on all Alberta students. Jurisdictions are to register all students in ECS to Grade 12 by sending an electronic file to the EIE. Refer to the Schedule of Activities documentation available from the EIE.

Students taking continuing education programs or summer school courses for high school credit also are to be registered with the EIE.

The following Educational Information Exchange services are available on the Alberta Education Extranet web site at <<https://phoenix.edc.gov.ab.ca>>. This is a secure web site and requires a password. Visit the web site and complete the appropriate application form to request access to various services and information, such as:

- course/mark inquiry
- declare attendance
- student ID search
- statement of courses and marks request
- transcript request.

Course/Mark Inquiry

This service allows viewing of the courses and marks that Alberta Learning has on file for a student. It permits authorized school personnel to gain access to student course/mark information to facilitate placing a student in an appropriate program of studies or to verify the student's course and mark information with Alberta Learning for accuracy and completeness.

Declare Attendance

This service allows a school administrator to declare that a student, not currently registered in the school, is in the process of registering to attend the school during the current school year. This service helps school staff to serve better Alberta students who are transferring into their schools.

Student ID Search

This service provides schools with the ability to access **existing** ID numbers for students. Students who have just transferred to an Alberta school for the first time will not yet have an Alberta Learning ID number.

Statement of Courses and Marks Request

This service allows users to request a Statement of Courses and Marks on behalf of any student for whom they have the Alberta Learning Student Identification Number. The report provides information that Alberta Learning has available regarding a student's courses and marks. It is not the same as an Official Transcript.

Transcript Request

This service allows for assisting students to request an official Alberta Learning transcript, providing an Alberta Learning Student Identification Number exists. Only certain credit cards are accepted. Transcripts can be sent to the student's home address and/or to a post-secondary institution.

For more information, contact the Educational Information Exchange.

Guidance and Counselling Programs and Services

The comprehensive school guidance and counselling program is centred on helping individual students meet their growth and developmental needs—educational, personal, social and career. Delivery of these programs is collaborative and multidisciplinary, involving the school counsellor and other school staff. Program success is based on a close partnership among school, home and community. The four components of the comprehensive approach are:

- developmental guidance instruction
- individual student planning
- responsive services
- school/community support.

School boards, private schools and charter schools are expected to implement the *Comprehensive School Guidance & Counselling Programs and Services: Guidelines for Practice—A Program Development and Validation Checklist*, 1997, which reflects the content of the comprehensive approach to guidance and counselling in schools. Schools and school jurisdictions are expected to use the guidelines to monitor and evaluate their guidance and counselling programs and services.

Learning Technologies

Alberta Learning continues its responsibility for the design, development, production and distribution of distance learning courses.

The Learning Technologies Branch (LTB) is responsible for providing leadership and consultation in the identification, development, implementation and evaluation of effective distance learning strategies and techniques in Alberta schools. The following are some of the LTB services:

- providing workshops and seminars to groups establishing distance learning networks and consortia
- assessing developments in technology, telecommunications networking, database access, hardware and software
- maintaining liaison with suppliers of materials for use in distance learning
- designing and developing educational technology products used to deliver instruction in distance learning courses.

Ministerial Directives

Human Sexuality Education

Human sexuality is taught at several levels in Alberta, including the Grade 4 to Grade 6 Health program, the Grade 7 to Grade 9 Health and Personal Life Skills program, and the senior high school Career and Life Management 20 course. The learning outcomes to be achieved by students are prescribed by Alberta Learning through the programs of study.

For more information, contact the Curriculum Standards Branch.

HIV/AIDS in Educational Settings

The Information Bulletin on Acquired Immunodeficiency Syndrome in Educational Settings provides information and advice to school boards and regional health authorities in meeting their joint responsibility to provide educational programming to all eligible children and to protect the general public from communicable diseases.

Guidelines

HIV/AIDS is covered under the Communicable Diseases Regulation of the *Alberta Public Health Act*, and there is no legal basis on which to prevent children infected with HIV from attending school.

A mechanism for ongoing communication between school boards and regional health authorities should be established. School jurisdictions, with the assistance of local public health personnel, should develop policies consistent with provincial guidelines regarding HIV/AIDS and other infectious diseases. Such policies should be reviewed regularly by school boards and local health authorities, and regular communication should be maintained on all health matters.

For the complete text, see Appendix 3. Additional information on HIV/AIDS or other health-related matters is available from local health authorities located throughout the province.

Native Education

Native people throughout the province have indicated that they want their children to complete regular school requirements and achieve the same standards set for all students.

To support the learning of Native students, schools are encouraged to use learning resources that give attention to Native heritage perspectives. Basic and other classroom resources (print and video), as well as a teacher resource catalogue and Native language programs, have been developed by the Native Education Project.

Alberta Learning's policy on Native education states that all students in Alberta should understand and be aware of Native cultures, lifestyles and heritage. Native issues and culture may be explored in social studies, art, drama, science and other areas of the curriculum. Students, teachers and administrators may also explore Native issues in Alberta through a locally developed and/or authorized Native studies course. *Native Education in Alberta's Schools: Policy Statement on Native Education in Alberta*, 1987, is available free from the Regional Office and Native Education Branch.

Both provincially authorized and locally authorized Blackfoot and Cree language and culture courses are offered in the province.

More information on these courses is available from the Regional Office and Native Education Branch.

Outreach Program

The Outreach Program provides an educational alternative for students who, due to individual circumstances, find that the traditional school setting does not meet their needs. The program allows students to access resources that improve their ability to succeed academically and socially. A flexible approach is taken to teaching and learning in recognition of individual student needs.

Outreach programs generally serve students of senior high school age. However, elementary and junior high school students experiencing difficulties with effective learning in regular programs, may also be served. For complete funding information, see the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*.

Outreach programs must be offered in a stand-alone facility, separate from a building already in use as a school. The facility must meet Alberta building, health and safety standards for school buildings. The school board must ensure that its liability insurance extends to the stand-alone facility for the Outreach Program.

A school board motion must grant approval to the school to offer the program. To support implementation, the school board must develop a written policy addressing, at a minimum, student eligibility, attendance requirements and performance expectations.

The Outreach Program must provide students with educational services that are in addition to distance learning courses and materials. Examples of such services are personal and career counselling, conflict resolution, anger management training, time management and study skills.

School jurisdictions choosing to run their Outreach Program as a school will be required to meet the legislative and policy requirements associated with operating a school; e.g., designating a school principal, establishing a school council, preparing annually a school three-year education plan and a school annual results report, following the school closure regulation and other regulations.

A school board intending to offer an Outreach Program must complete and submit to the Director, Regional Office and Native Education Branch, a Request for Approval: Outreach Program Funding form by May 31 for the subsequent school year. Once granted, program funding approval is ongoing.

School Library Program

Students in Alberta schools should have access to an effective school library program that is integrated with instructional programs. Such library programs improve student opportunities for achieving a basic education as outlined in the Vision, Mission and Principles, and Basic Education section.

Student learning experiences should integrate information retrieval and research skills. These skills are learned best within the curriculum. To promote integration, opportunities for cooperative planning between teachers and teacher-librarians should be provided.

In an integrated school library program, the services and activities are not peripheral or supplementary to the school's instructional program; they are an essential and dynamic part of it. The integrated library program widens, deepens and personalizes learning by involving students in the planned and purposeful use of resources. Library resources are designed to help students expand their ability to find, generate, evaluate and apply information. Developing these information skills will, in turn, prepare students to function effectively as individuals and as full participants in society.

An integrated school library program attends not only to its formal instructional role, but also to its function as a centre for informal learning. As a resource centre, the school library should be a place where students can pursue their individual educational interests.

For more information, see *Focus on Learning: An Integrated Program Model for Alberta School Libraries*, 1985, and *Focus on Research: A Guide to Developing Students' Research Skills*, 1990.

Special Education

Students with mild, moderate and severe special needs, and those who are gifted and talented, require specialized learning opportunities to achieve their full potential. The school board program delivery requirements and expectations that support Alberta Learning's objective of providing consistent direction, while supporting flexibility and discretion at the school authority level, can be found in the *Guide to Education for Students with Special Needs*.

Alberta Learning supports the education of students with special needs. Section 28 of the *School Act* requires that school boards provide each resident student with an education program. Section 29 states that students with special needs are entitled to have access to special education programs consistent with their needs. School boards are responsible for assessing student needs and identifying appropriate programs. Parents should be involved in decisions relating to the educational programs for their children.

A special education program:

- is based on an individualized program plan (IPP); all students with special needs, including students who are gifted and talented, require IPPs
- may be provided in a variety of settings
- is based on, and modified by, the results of continuous assessment and evaluation
- provides for instruction appropriate to individual learning needs.

Students with special needs taking curriculum courses for credit are expected to meet those course requirements.

For more information regarding special education programs and resources, contact the Special Education Branch.

Program Information

The series *Programming for Students with Special Needs* includes practical suggestions about instructional strategies, classroom management, preparing individualized program plans, understanding the nature of special needs, and the availability of special education resources.

Use of Human Tissue and Fluid in Educational Programs

Alberta Learning firmly believes that the safety and well-being of students, teachers and other school staff should be a first consideration in the selection of materials for study. Therefore, all activities involving the extraction and analysis of samples of human fluid or tissue are prohibited in Alberta schools. Information regarding this topic is provided in *Clarification of Statements Prohibiting the Use of Human Body Substances in the Alberta Science Curriculum*, 1988.

Virtual Delivery

A virtual program is a structured learning environment in which students access educational programs electronically. The planning, implementation and assessment of instruction is the responsibility of a certificated teacher employed by a school board or accredited private school. **Virtual program providers must ensure elementary and junior high school students have access to a minimum of 950 hours of instruction and senior high school students have access to a minimum of 1000 hours of instruction for Alberta programs of study.**

Schools providing instruction through virtual delivery should develop policies and/or procedures on a variety of issues prior to program implementation. Specifically, schools should consider:

- how student attendance is to be defined
- the role of parents in instruction, assessment and supervision of student work
- staffing levels
- timeframes for student access to the instructional expertise of teachers
- student evaluation practices
- requirements for program access by students living outside Alberta
- program decisions; e.g., self-paced or teacher controlled
- how to deliver all outcomes of Alberta programs of study
- provision for writing achievement tests and diploma examinations
- program and teacher evaluation.

Students are to be identified in the Student Information System (SIS), using the grants program code for virtual programs.

Student Achievement

ECS to Grade 9

Purpose of Assessment

A comprehensive assessment program provides relevant data for all important educational decisions related to learning, instruction, program improvement and public accountability.

The assessment of student progress in relation to the outcomes outlined in programs of study is important for the following reasons.

- The information on student progress is essential so that teachers can change or refine instructional plans to ensure learning activities are appropriate for all students.
- The information is required for reporting student progress clearly to students, parents and others.
- The information is used in decisions regarding student placement.
- The information is required for evaluation of program effectiveness and for revision of programs to improve student learning.

Assessment as a Guide for Learning and Instruction

The assessment of student progress serves as a guide for learning and instruction. Knowledge about each student's current level of achievement is essential for matching learning activities to learning needs.

This information should be collected in a variety of ways to provide feedback that is useful to student and teacher alike. To be most useful, the assessment process should have the following characteristics.

- It should be part of instruction, with the methods and instruments varied, and done in a variety of contexts.
- It should be an ongoing process rather than a set of isolated events.
- It should focus on a broad range of abilities, reflecting multiple dimensions of skill development.
- The measures should be appropriate to student development and cultural background.
- It should be constructive. It should focus on what students can do, and not on what they cannot do. It looks for student strengths and through that encourages further learning by creating positive atmospheres and positive self-images.
- It should involve students in their own assessment. This gives them responsibility for their own learning and fosters lifelong learning.

Diagnostic Approaches

The terms diagnostic instruction and diagnostic teaching cycle are often used to refer to instruction that is closely linked to assessment. Diagnostic instruction provides a means to ensure that learning difficulties are recognized early and that students receive the help they need. It also provides a means of confirming student learning so that more challenging activities can be provided as students become ready.

Diagnostic approaches to instruction are especially useful in the key areas of language arts and mathematics. To assist teachers in applying diagnostic techniques to these program areas, Alberta Learning has developed the following service materials.

- *Diagnostic Reading Program* (Grade 1 to Grade 6)
Resource materials include assessment instruments and descriptions of evaluation and instructional strategies.
- *Diagnostic Mathematics Program* (Grade 1 to Grade 6)
Resource materials provide guidance in the use of manipulatives, individual interviews and small group activities. The activities serve as a basis for both evaluation and instruction.
- *Evaluating Students' Learning and Communication Processes* (Grade 7 to Grade 10)
Resource materials provide a strategy for evaluating student skills in six communication processes: exploring, narrating, imagining, empathizing, abstracting and monitoring. To demonstrate these processes, diagnostic teaching units have been developed in language arts (Grade 7), social studies (Grade 7, Grade 8 and Grade 9), and science (Grade 7 and Science 14).

Assessment as the Basis for Communicating Individual Student Achievement^①

When students are placed in age appropriate groups for instruction, parents can become confused about the distinction between the grade in which their child is placed (the instructional group) and the grade level of the various subject areas at which their child is actually working; e.g., the child is placed in a Grade 4 class but is working at approximately the Grade 3 level in language arts. Where such confusion exists, parents can misinterpret information regarding their child's progress. They may think that indications of satisfactory progress are made with reference to the instructional group the child is in rather than to the actual grade level at which the child is working. The provision for Assessment as the Basis for Communicating Individual Student Achievement is intended to reduce this type of confusion and to support the professional responsibilities of teachers to provide clear communication in describing student progress.

Teachers shall ensure that information is made available to parents about:

- **what their child knows and can do in the courses being studied**
- **how well their child is doing in those courses**
- **the grade level(s) the child has achieved in relation to the grade levels of the provincial programs of study for language arts, mathematics, science and social studies.**

The provision does not restrict the communicating of achievement to written reports, nor does it require schools to use a particular type of instructional grouping or placement policy.

Teachers should communicate the grade levels at which they judge a student to be working, in at least the four specified subject areas of the curriculum. The basis for their professional judgement in these matters also needs to be clear so that parents can readily understand how student learning has been assessed.

Principals determine how to implement this provision, in consultation with teachers, parents and school councils and in a manner consistent with any related school jurisdiction policies. The communication can take place in a wide variety of ways, including parent-teacher conferences, assessment portfolios, report cards or student work samples. An individual

^① This also applies to students on home education programs.

program plan (IPP) is a method often used by teachers when there is a large gap of several grades between a student's level of achievement and that student's grade placement. Whatever methods are chosen for implementing this provision, often face-to-face methods are the most successful for achieving clear and open communications.

All of the assessment information should be shared, not only with parents, but also with students when it is in the students' best interest to do so. Communicating with students about their levels of achievement is particularly important when students are planning their future courses and making program choices.

To assist teachers in assessing student achievement in relation to provincial standards, Alberta Learning has developed classroom assessment materials, in English and in French, for teachers' discretionary use in language arts, mathematics, science and social studies in grades 1, 2, 4, 5, 7 and 8. For Grade 3, there also are science materials. All these materials are available for purchase from the Learning Resources Distributing Centre.

Provincial Achievement Testing Program

The provincial achievement tests measure key knowledge and skills in language arts, mathematics, social studies and science. They are based on what students are expected to know and be able to do as set out in the programs of study.

All students in the appropriate grades are expected to write the annually administered achievement tests. Language arts and mathematics are assessed at grades 3, 6 and 9. Social studies and science are assessed at grades 6 and 9. The tests reflect a common provincial standard for students in a grade; and

- special materials and provisions are available for students with learning disabilities or physical disabilities to provide them with the opportunity to do their best
- there are French versions of the mathematics, science and social studies achievement tests, and French language arts tests for francophone and French immersion students
- every effort is made to ensure that the tests show respect for cultural diversity and do not bias the performance of particular groups of students
- results are reported in such a way as to encourage improved learning, while minimizing possible harmful effects of testing for individual students. The number of students who achieve the acceptable standard and the

standard of excellence are reported to facilitate interpretation of local results and to enable comparisons of local results to provincial standards. Group results for fewer than five students are reported to the jurisdiction and the school but are not reported publicly. Alberta Learning encourages comparisons of local results with provincial standards, not comparisons of individual scores with provincial averages or with other students' scores.

The schedule for administering achievement tests is mandated by the province and communicated to schools early in the school year. Information about student achievement is provided to jurisdictions and schools, parents, and the public so that they may know how well students in their schools are meeting local targets and provincial outcomes. The document *Guidelines for Interpreting and Using Provincial Achievement Tests* is produced each year.

For more information on provincial achievement testing, see the following documents sent to schools each year:

- *Information Bulletin* for each test in Grade 3, Grade 6 and Grade 9
- *General Information Bulletin, Achievement Testing Program*
- *Parent Guide to Provincial Achievement Testing* for Grade 3, Grade 6 and Grade 9.

Individual Student Profile

For each student who writes achievement tests, an Individual Student Profile is provided to the school for the student's educational record. The profile shows the student's test results in relation to the standards in the courses tested. A second copy of the student's profile is provided to the school for distribution to the student's parent or guardian.

Senior High School Graduation Requirements

Introduction

Students who entered Grade 10 in the 1994–1995 and subsequent school years are eligible to receive the Alberta High School Diploma, the High School Equivalency Diploma or the Certificate of Achievement upon completion of graduation requirements.

The diplomas and certificate certify that the holder has successfully completed a prescribed program of instruction. However, possession of a diploma or certificate does not necessarily guarantee admission to a post-secondary institution. Students should be advised to check the calendars of post-secondary institutions for admission requirements.

The Alberta High School Diploma graduation requirements follow in this section.

The Certificate of Achievement requirements, outlining the specific eligible courses and required credits, follow in this section.

The High School Equivalency Diploma requirements can be found in the Mature Students section.

Alberta High School Diploma Graduation Requirements

Students receive the Alberta High School Diploma upon completion of the following graduation requirements.

To attain an Alberta High School Diploma, a student must:

- earn a minimum of 100 credits
- complete and meet the standards of the following courses:
 - English Language Arts 30 or 33 or Français 30 or 33^①
 - Social Studies 30 or 33
 - Applied Mathematics 20 or Pure Mathematics 20 or Mathematics 23 or 24^②
 - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20^③

Note 1: The diploma examination mark for English Language Arts 30 or 33 or Français 30 and Social Studies 30 or 33, when averaged with the school-awarded mark, must result in a final mark of 50% or greater.

Note 2: For those taking Mathematics 30, Mathematics 33 and 30-level science courses, when averaged with the school-awarded mark, must result in a final mark of 50% or greater. However, successful completion of these courses is not a condition of Alberta High School Diploma graduation requirements.

- complete and meet the standards of the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) 20 (3 credits)
 - 10 credits, in any combination, from:^④
 - career and technology studies (CTS)
 - OR
 - fine arts
 - OR
 - second languages^{①⑤}
 - OR
 - Physical Education 20 and/or Physical Education 30
 - OR
 - locally developed/acquired and locally authorized courses in CTS, fine arts or second languages

This 10-credit requirement may also be met by:

 - one 36-level course from any IOP occupational cluster
 - OR
 - two 35-level courses from any trade in the Registered Apprenticeship Program
- earn 10 credits in any 30-level course other than English Language Arts 30 or 33^⑥ and Social Studies 30 or 33:^{①⑦}
 - locally developed/acquired and locally authorized courses
 - 3000 series, advanced level, in career and technology studies courses
 - 35-level work experience
 - one 36-level IOP occupational course
 - two 35-level courses from any trade in the Registered Apprenticeship Program

(continued)

(continued)

- ① Students in francophone programs must present Français 30 or 33 to meet their language arts diploma requirement. However, they must also present English Language Arts 30 or 33 to fulfill, in part, the 10-credit diploma requirement from any combination of courses in the areas of second languages, career and technology studies (CTS), fine arts, Physical Education 20 and/or 30, or locally developed/acquired and locally authorized courses.
- ② For students who entered Grade 10 before September 1998, the mathematics requirement—Mathematics 20 or 23 or 24—may also be met with any 10-credit combination of mathematics courses that includes either Mathematics 13 or Mathematics 10; e.g., Mathematics 10 and Mathematics 14. *For students who enter Grade 10 September 1998, or later,* the mathematics requirement is Applied Mathematics 20, or Pure Mathematics 20, Mathematics 23 or Mathematics 24.
- ③ The science requirement—Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20—may also be met with any 10-credit combination of science courses that includes Science 10; e.g., Science 10 and Science 14.
- ④ Students entering Grade 10 in the 1998–1999 school year will be able to use Physical Education 20 and/or 30 to meet this 10-credit requirement.
- ⑤ Students may earn any number of credits in each second language, but only 25 credits in each second language studied may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ⑥ Francophone students may use English Language Arts 30 or 33 to meet, in part, this 10-credit requirement.
- ⑦ IOP students who wish to transfer to an Alberta High School Diploma route after completing a Certificate of Achievement must meet the requirements outlined in the box above. One 36-level course (10 credits) from any occupational cluster is acceptable for students transferring from the Integrated Occupational Program to the Alberta High School Diploma Program in order to meet the 10-credit requirement in any 30-level courses.

Certificate of Achievement

To qualify for a Certificate of Achievement, Integrated Occupational Program students must earn a minimum of 80 credits.

Subject	Minimum Credits	Minimum Course(s)	Eligible Courses and Credits ^①
English Language Arts ^②	8/9	3	Eng Lang Arts 16(3) 26(3) 36(3) OR Eng Lang Arts 16(3) 26(3) 23(5) OR Eng Lang Arts 16(3) 23(5)
Social Studies	5/6	2	Social Studies 16(3) 26(3) OR Social Studies 13(5) OR Social Studies 16(3) 23(5)
Mathematics	3	1	Mathematics 16(3) OR Mathematics 14(5)
Science	3	1	Science 16(3) OR Science 14(5)
Physical Education	3	1	Physical Education 10(3,4,5)
Career and Life Management	3	1	CALM 20(3,4,5)
Core Courses	25/27 ^③		
Courses selected from the Occupational Clusters ^④	40	2	Occupational Courses 16 level – recommended minimum of 10 credits
• Agribusiness		2	26 level – recommended minimum of 20 credits
• Business and Office Operations			
• Construction and Fabrication		1	36 level – required minimum of 10 credits
• Creative Arts			
• Natural Resources			
• Personal and Public Services			
• Tourism and Hospitality			
• Transportation			
65/67 Specified Credits ^③		13/15 Unspecified Credits ^③	

① Credits are indicated in parentheses.

② To be considered for a Certificate of Achievement, a student must complete successfully the English requirements.

③ Minimum credits may vary depending upon the Eligible Courses and Credits options chosen.

④ One 36-level course (10 credits) from any occupational cluster is acceptable for students transferring from the Integrated Occupational Program to the Alberta High School Diploma Program in order to meet the 10-credit requirements.

Student Placement and Promotion

Placements and Promotions

Placement and promotion of students from one grade or course to another is determined by the school principal, subject to policies of the school authority and to provisions in this guide.

Grade 10 Students

For the purpose of determining a student's graduation requirements, the following is to apply: upon promotion from Grade 9, and subsequent placement in Grade 10, the student's Grade 10 year is the school year in which the student receives the first mark (between 0% and 100%) in a senior high school course, as reported to Alberta Learning, or the student is registered in a noncredit English as a Second Language course. Also see the Mature Students section for information regarding those who entered senior high school in, or before, the 1983–1984 school year.

Senior High School Courses and Credits for Junior High School Students

Secondary education programs recognize and accommodate the wide range of developmental needs and abilities that exists among students.

The opportunity to take senior high school courses for diploma credits during a junior high school's regular instructional day may be offered as a privilege to an eligible student, as identified by the principal of a junior high school.

An eligible student is one who, in the opinion of the junior high school principal, has satisfied the general and specific outcomes for each core course of the junior high school program to the extent of his or her potential, has achieved acceptably in all enrolled optional courses, and who shows special interest and signs of high potential in subject areas that are part of a senior high school graduation program.

A student may be offered an opportunity to take one or more senior high school courses at the junior high school or by attending a senior high school part time.

The privilege to enroll in a senior high school course(s) is at the discretion of the junior high school principal. A decision to extend this privilege to a student follows appropriate consultation with and approval of a parent or guardian and the senior high school principal.

The opportunity to access advanced level instruction applies to those course sequences that are continuous with junior high school programs and that extend beyond the challenges of Grade 9 courses.

The following are examples of course sequences that meet this criteria:

- English Language Arts 10–20–30
- Français 10–20–30
- French Language Arts 10–20–30
- French as a Second Language 10–20–30
- Applied Mathematics 10–20–30
- Pure Mathematics 10–20–30
- Science 10–20–30
- Social Studies 10–20–30.

Where senior high school courses are offered at the junior high school level, the planning for such courses should be based on collaboration between the junior high school and the receiving senior high school. Junior high school teachers challenging students with senior high school courses should consult with senior high school teachers to establish procedures that ensure consistency in implementing course outcomes and assessment standards.

Schools offering senior high school courses to junior high school students shall ensure that the approved programs of study for the senior high school courses are followed.

A junior high school student receives credits and marks for successfully completed senior high school courses. Upon promotion to Grade 10, the junior high school principal forwards the student's final marks to the principal of the receiving senior high school. The senior high school is to report these marks to the Educational Information Exchange at either the end of January or the end of June of the current school year.

Students taking courses for senior high school credits while in junior high school, including CTS 1-credit courses and heritage language credit courses, will not receive credit enrollment unit funding for those courses completed. For more information, see the *Funding Manual for School Authorities: A Manual for School Jurisdictions, Private Schools and Private ECS Operators*.

French as a Second Language

Junior high schools may offer the Beginning level program for 5 senior high school credits and a final mark in French 10. Students who take the Beginning level program for senior high school credits should receive at least 225 hours of FSL instruction at the Beginning level over the three years of junior high school. The final assessment in FSL at the junior high school level is to cover the outcomes of the French 10 program of studies in all knowledge, skills and attitudes.

Junior high schools may offer the Intermediate level program for 5 senior high school credits and a final mark in French 20. Students who take the Intermediate level program for senior high school credits should receive at least 225 hours of FSL instruction at the Beginning level over the three years of junior high school. The final assessment at the junior high school level is to cover the outcomes of the French 20 program of studies in all knowledge, skills and attitudes.

The decision to offer French 10 and/or French 20 at the junior high school level should be based on the availability of certificated teachers with at least Advanced level proficiency in French, and established joint planning and articulation with the senior high school.

Exceptions

French 13 (French as a Second Language) is excluded under the Senior High School Courses and Credits for Junior High School Students provision. For information on CTS, see Senior High School Credits for Courses Completed in Junior High School under Career and Technology Studies in the Courses and Programs section.

Senior High School Credits for Post-secondary Courses

Post-secondary courses, taken at an institution either inside or outside Alberta, are not equated to credits for the Alberta High School Diploma but may be evaluated for and applied toward the High School Equivalency Diploma.

Evaluation of Out-of-province Educational Documents

Students entering an Alberta senior high school from outside Alberta should submit transcripts, or other official statements of previous standing, to the school they plan to attend. The principal is to evaluate these documents in relation to approved high school courses or designate unassigned credits. This assessment is to be based on the number of credits assigned and should take into consideration the best interests of the student. The assessment establishes the specific requirements needed to obtain a high school diploma, as outlined in the Senior High School Graduation Requirements section.

A transfer guide has been authored by the Council of Ministers of Education, Canada (CMEC), and is designed to assist in the placement of students. This transfer guide can be viewed under Secondary Education in Canada from the CMEC home page at <<http://www.cmec.ca/indexe.stm>>.

A list of reference materials, which may be purchased by schools, is available to assist principals in the evaluation of out-of-country documentation. Contact the Teacher Certification and Development Branch for information on publication names and addresses. Their evaluation staff can assist those principals who, following a review of the reference materials, require consultation.

An Alberta high school diploma is not to be issued solely on the basis of the evaluation of out-of-Alberta credentials. A student in this category who wishes to obtain an Alberta high school diploma is required to complete a minimum of 5 approved credits as prescribed by a school principal.

The required credits are to be completed in one or more of the subject areas specified under the diploma requirements, exclusive of physical education, and at a level equal to that of the highest Alberta course equivalent granted through credential evaluation.

A copy of the completed High School Evaluation Report form shall be forwarded to the Educational Information Exchange, for recording purposes. Evaluation forms can be obtained from the Alberta Education Extranet web site under Tools and Software. Also see Educational Information Exchange in the Instructional Delivery section. Evaluations may be included in the electronic marks transmissions to the EIE.

In the case of a dispute over the number of high school credits to be awarded, which cannot be resolved at the level of the school authority, the student has the right to appeal to the Special Cases Committee. This committee, which is the final procedural level in the appeal process, deals with all matters requiring the interpretation and application of policy relative to individual students.

Students planning to enter directly into a post-secondary institution in Alberta should submit their out-of-province documents to the post-secondary institution of their choice. There are no appeal procedures to Alberta Learning in these instances.

Students who use Français 30 or Français 33 to meet the language arts requirements for an Alberta High School Diploma must also present English Language Arts 30 or English Language Arts 33. See under Alberta High School Diploma Graduation Requirements in the Senior High School Graduation Requirements section. However, a high school principal may appeal to the Special Cases Committee for special consideration on behalf of Canadian unilingual francophone students who enter the Alberta school system in their graduating year. For these students, the principal may recommend that Français 30 or 33 be accepted in lieu of English Language Arts 30 or 33 for Alberta High School Diploma purposes.

The Special Cases Committee may be contacted by writing to the Executive Secretary, Special Cases Committee.

Visiting or Exchange Students

Visiting or exchange students from another province or country, who wish to complete a course for credit, should be registered with the Educational Information Exchange.

Any formal statement of academic achievement required by the school of origin would be issued by Alberta Education and would reflect only the courses the student actually completed in an Alberta school.

Visiting or exchange students seeking Alberta high school credits in a diploma examination course must write a diploma examination on the same terms as any Alberta student.

Visiting or exchange students may not write diploma examinations in any language other than English or French. The English Language Arts 30 and English Language Arts 33 diploma examinations must be written in English and the Français 30 diploma examination must be written in French. The diploma examinations in Social Studies 30, Social Studies 33, Mathematics 30, Mathematics 33, Biology 30, Chemistry 30, Physics 30 and Science 30 must be written in either English or French.

Student Achievement in Senior High School Subjects

Introduction

A regulation governing the evaluation of students has been developed under section 25(3)(c) of the *School Act*. The regulation is summarized under Student Evaluation in the *Policy, Regulations and Forms Manual* section. For specific details, see the manual itself.

The provincial student evaluation policy states that **each school authority shall develop and implement a student evaluation policy.**

To assist teachers in assessing student achievement in relation to provincial standards, Alberta Learning has developed classroom assessment materials, in English and in French, for teachers' discretionary use in language arts, mathematics, science and social studies at the 10 and 20 levels. These materials are available for purchase from the Learning Resources Distributing Centre.

Reporting Student Achievement in Senior High School Subjects

Alberta Learning maintains an individual student record for every Alberta student. The record for a high school student is used to provide a complete and accurate reflection of the student's high school achievement, inclusive of courses reported as pass or fail.

Alberta Learning records a course as completed, if a mark of 0% to 100% is awarded and reported. Career and technology studies courses may be reported as "Incomplete," without a mark, if a student achieves a mark of less than 50%.

Achievement in all completed high school credit courses is to be reported to the Educational Information Exchange.

All school-awarded marks, 0% to 100%, shall be reported for all courses, including diploma examination courses, to the Educational Information Exchange in either January, June or August.

Marks shall be reported by electronic transfer or by using the High School Course Reporting Form, the High School Evaluation Report form, the Non-diploma Examination Courses Form or the Diploma Examination School Marks Checklist form.

School-awarded marks for November and April diploma examination courses shall be reported directly to the Student Evaluation Branch on the form provided by the Student Evaluation Branch.

Schools or school boards wishing to adopt electronic reporting should contact the Educational Information Exchange.

Only one mark per course in any reporting period will be accepted and added to a student's record. Consequently, principals and/or students must withdraw duplicate or multiple registrations in the same reporting period prior to the timelines established for marks reporting.

Once reported to Alberta Learning, final marks in all completed courses, whether the course is passed or failed, shall not subsequently be deleted from the student's record. In those instances where a principal discovers an error has been made in reporting a course, credits or mark, the Educational Information Exchange will adjust the student's record upon receipt of written notification from the principal of the school in which the error occurred. Adjustments to the student's record may be submitted on an electronic marks file.

School-awarded marks in diploma examination courses shall be reported, as directed, by the Educational Information Exchange.

School-awarded marks in all nondiploma examination courses shall be reported no later than two weeks following the completion of the respective diploma examination session or as otherwise specified by the Educational Information Exchange. Schools will receive additional instructions, as required, throughout the year.

Reporting CTS Courses

Schools are to report all passing marks in CTS courses to the Educational Information Exchange (EIE). CTS courses in which the student has not met all the outcomes are to be reported to the EIE as Incomplete or Withdrawn. The EIE will advise the School Finance Branch for funding purposes. These courses will not appear on student transcripts. Challenged CTS courses and those CTS courses given credit through evaluation by the senior high school principal, but were taken in junior high school, also are to be reported to the EIE through the same process.

Grade 12 Validation Statement

Alberta Learning makes every attempt to confirm the accuracy of each student's high school record by issuing to each Grade 12 student a Student Record Validation Statement. This validation statement is produced from the Alberta Learning student record. The statement shows the student's complete high school achievement record, at the time of issuance, and lists all courses completed, passed or failed. See the Schedule of Activities documentation available from the Educational Information Exchange.

Grade 12 Exemptions for Transfer-in Students

Out-of-province Grade 12 students who transfer into Alberta schools at the beginning of, or any time during, the school year should be exempted from Career and Life Management 20 and Physical Education 10. These students are still required to achieve the necessary minimum requirement of 100 credits to earn a high school diploma.

For the purpose of this exemption, a Grade 12 student is defined as one who is to graduate in the school year the student transfers into an Alberta school.

Notice of a student's exemption is to be reported by the principal, on the High School Course Reporting Form, or electronically, to the Educational Information Exchange, by April 30 prior to the student's anticipated graduation date.

Grade 12 Diploma Examinations Program

The diploma examinations program consists of course-specific examinations based on the *Program of Studies: Senior High Schools*. Students are required to write these examinations in the following courses:

Biology 30	Mathematics 33
Chemistry 30	Physics 30
English Language Arts 30	Science 30
English Language Arts 33	Social Studies 30
Français 30	Social Studies 33
Mathematics 30	

The final mark for diploma examination courses is determined by averaging the diploma examination mark with the school-awarded mark. To obtain credit in a diploma examination course, students are to write the appropriate diploma examination and obtain a final mark in the course of 50% or higher. The Director, Student Evaluation Branch, may exempt a student from writing a diploma examination. In this case, the student's final mark becomes the school-awarded mark. All diploma examinations are available in the French language, except for English Language Arts 30 and English Language Arts 33. Students may elect to write either the French or English language version of the respective examination.

For more information on diploma examinations, see the following documents sent to all senior high schools each year and/or are placed on the Alberta Education web site:

- *General Information Bulletin, Diploma Examinations Program*
- *Information for Students*—a newsprint flyer
- Subject information bulletins for each course in which a diploma examination, as listed above, is administered.

January and June Diploma Examinations

Examinations are written at all senior high schools offering the diploma examination courses. All students currently enrolled in diploma examination courses are to be registered for the examinations with the Educational Information Exchange by their high school principal.

Students not currently enrolled in a diploma examination course, but eligible to write, must register with Alberta Learning. This can be achieved by completing a diploma examination registration, available through high school principals and the Regional Office and Native Education Branch. The registration form is to be forwarded to Alberta Learning by the due date, as published in the *General Information Bulletin: Diploma Examinations Program*.

Special writing centres outside Alberta may be authorized for the January and June examination sessions upon application to and approval by the Special Cases Committee.

August Diploma Examinations

August diploma examinations are written only at a selected number of centres and summer schools throughout the province.

For the August administration, students not registered through a summer school, register at the time of writing their examinations.

Special writing centres outside Alberta are not authorized for the August diploma examination session.

November and April Diploma Examinations

Diploma examinations are also offered by Alberta Learning as follows:

- in November—Chemistry 30, English Language Arts 33, Mathematics 30
- in April—Biology 30, English Language Arts 30, Social Studies 30.

The November and April diploma examinations are available only to students who have school marks in the courses and to individuals having mature student status.

These diploma examinations are written only in designated writing centres throughout the province. Students are required to preregister with the Student Evaluation Branch. Special writing centres outside of Alberta are not authorized for the November and April diploma examinations.

Grade 12 Diploma Examinations Schedules

For information on diploma examinations schedules, consult the *General Information Bulletin: Diploma Examinations Program*, available from the Student Evaluation Branch, or from the Alberta Education web site under Students and Learning, Student Results and Assessment, Diploma Exams.

Eligibility to Write

- Students who are registered in Alberta senior high schools to receive instruction in a diploma examination course are permitted to write the diploma examination in that course at their school of registration.
- Students currently enrolled in a diploma examination course are required to write the diploma examination in that course before credits are awarded.

-
- Students who have been awarded credit previously for the course may register to write the diploma examination.
 - Mature students, as defined in the Mature Students section of this guide, may register to write the diploma examination, without taking regular instruction.
 - Foreign students writing a diploma examination may be required to pay a fee to write.
-

Accommodations for Students with Special Diploma Examination Writing Needs

Students with special diploma examination writing needs may require accommodations in order to write a diploma examination and may request approval for:

- an examination to be provided in Braille, large print or audiotape format
- variation in writing time and place or mode of response
- other adjustments.

Administrators are directed to Accommodations for Students with Special Diploma Examination Writing Needs, contained in the *General Information Bulletin: Diploma Examinations Program*. The school principal shall make application, together with the required documentation, to the Special Cases Committee, according to the dates specified in the General Information Bulletin.

Accommodations are applied for and granted for a specific examination administration. A renewed application for any accommodation must be made, in writing, for any subsequent administration. Documentation is required only for the initial application.

Exemption from Writing Diploma Examinations

Under certain circumstances, the school-awarded mark may be accepted as the final mark upon application to and approval by the Special Cases Committee. See the Special Cases Committee section for more information.

Diploma Examination Results Statement

Following the January, June and August examination periods, each student receives a Diploma Examination Results Statement. The statement shows the current diploma examination mark, the most recent school-awarded mark in the respective subject, and the subsequent final mark for each course. Following the November and April examination periods the Diploma Examination Results Statement shows only the current diploma examination mark for each course written.

Note: Students who have unpaid examination rewrite fees are to clear this debt before any current examination marks will appear on their high school records.

For students who may have two or more school-awarded marks, or two or more diploma examination marks in the same course, the final mark for official transcript purposes only, is a blend of the highest school-awarded mark and the highest diploma examination mark achieved in the course within the current and previous two school years.

Reporting to the Public

Schools, school boards, charter school boards and private schools are to report annually to the public. Part of the information senior high schools are to report on is the percentage of students who achieve the acceptable standard and the percentage of students who achieve the standard of excellence on diploma examinations, as well as student participation in diploma courses. Student results based on school marks and final marks can also be reported.

Provincial results for diploma examination courses are released annually by the minister in the fall. Prior to this release, an annual summary report containing combined results for all diploma examination administrations is provided to schools. Summary results for the school year are also published in Alberta Learning's *Annual Report: Diploma Examinations Program*. Schools can also refer to Policy 2.1.3, Use and Reporting of Results on Provincial Assessments, and the *Guide for School Board Planning and Reporting*.

Appeal Procedures

School-awarded Course Marks

School principals should inform students of appeal procedures. A student who is dissatisfied with a school-awarded mark may:

- appeal under the policies set by the school authority, or
- take the course again.

Changes to nondiploma examination course marks shall be received no later than October 31 of the current school year for marks originating in the previous school year.

Formal notifications of school-awarded mark changes in diploma examination courses shall be submitted to the Educational Information Exchange before the official release dates of Results Statements. These dates are published in the annual *General Information Bulletin: Diploma Examinations Program*.

Requests to change school-awarded marks in diploma examination courses after the published dates shall be submitted to the Educational Information Exchange, for approval.

Diploma Examination Marks

A student who is dissatisfied with a Grade 12 diploma examination mark may:

- request a rescore, in writing, to the Student Evaluation Branch, in accordance with the terms and date specified on the appropriate results statement
 - rewrite the examination at a later administration date.
-

Rescoring a Diploma Examination

- A student who wishes to have a diploma examination rescored is to submit an application form and pay a rescore fee, per examination, directly to Alberta Learning. This fee is refunded, if the examination mark is raised by 5% or more.
 - The mark resulting from rescoring becomes the final diploma examination mark, whether it is lowered, raised or remains the same.
-

Rewrite Fees

- A student who intends to rewrite a diploma examination is to submit a registration form and pay a rewrite fee for each examination, directly to Alberta Learning. This applies to students whether or not they are retaking the course through day classes, evening classes, summer school or distance learning.
- Students who have unpaid rewrite fees from prior examination sessions will have current payments credited toward the outstanding debt. Students are to clear any outstanding debt before their current examination marks appear on their high school records.
- Students are charged a rewrite fee for a diploma examination:
 - if the examination is in the same subject, and
 - if the student has written an examination in this subject within the current or previous two years.

High School Diplomas, Certificates of Achievement and Transcripts

The Educational Information Exchange issues the Alberta High School Diploma, the High School Equivalency Diploma or the Certificate of Achievement to students who meet the graduation requirements. A Statement of Courses and Marks, containing the entire high school record, accompanies the diploma or certificate and is available free to students and schools.

For a fee, students may request that an Alberta High School Transcript of Achievement be sent to themselves, an employer or a post-secondary institution. The transcript is produced from the student's Alberta Learning student record. Courses deemed incomplete for any reason are not reported. It is the responsibility of the student to request an updated transcript when additional courses are completed following initial graduation, or as required.

Language Versions

Diplomas, transcripts and statements of courses and marks are issued in the English language. Principals of French immersion schools are to advise their students that they can request their transcript and/or Alberta High School Diploma be in French. Principals may submit a letter to EIE naming those students wanting French diplomas and transcripts. For students registered in a francophone school, diplomas and transcripts will be issued in French.

All students receive a Statement of Courses and Marks in English only.

Provisions for Mature Students

Mature students may earn high school credits without holding the prerequisite courses. See the Mature Students section for more information.

Credits for Private School Instruction

When a registered private school is approved as an accredited private school, students enrolled in the school prior to the change in classification may be awarded high school credits for courses successfully completed, prior to the change of classification, at the discretion of the principal of the accredited private school.

When a student transfers to a school operated by a public or separate school board or to an accredited private Alberta high school, from a registered Alberta private school or other nonaccredited school, the student may be awarded credits for

previous instruction at the discretion of the principal of the appropriate school. In these instances, the student is responsible for providing the principal with a record of the final mark awarded and an outline of each course.

When credits for previous instruction are awarded, the principal is to, either electronically or in the course mark column on the High School Evaluation Report form, enter a "P" for pass, not a grade or percentage score.

Awarding Course Credits

Introduction

After each semester or school year, students shall be awarded credits, by Alberta Learning, on the recommendation of the principal, subject to compliance with the following departmental requirements:

- instruction is provided by qualified teachers holding valid Alberta teaching certificates
- instructional time allocated to each subject meets minimum times specified by Alberta Learning
- the content of each subject follows that outlined in the *Program of Studies: Senior High Schools* and/or course(s) approved by the Minister and/or by the school authority
- the senior high school is operated in accordance with the *Guide to Education: ECS to Grade 12*
- student evaluation is carried out in accordance with school authority policy and is consistent with provincial policy
- school-awarded marks in diploma examination subjects and final marks in all other senior high school subjects are endorsed by the principal in accordance with school authority policy. School-awarded marks are subsequently submitted to Alberta Learning for recording, at a time and in a manner determined by the Minister.

Rules Governing Awarding of Credits

- To earn the credits attached to all high school courses, a student shall achieve at least 50% ("C" standing) in each course.
 - Credits will not be granted for courses that a student has previously passed and been awarded credits. In the case of a student repeating a course, the higher mark will be recorded on the student's record and will appear on the transcript.
-

Number of Senior High School Credits in French and Other Languages

Senior high school students in Alberta are encouraged to take a wide range of courses. In keeping with this principle, no more than 25 credits may be presented in any one second language, including French, for senior high school diploma purposes. However, for purposes other than the senior high school diploma, such as preparation for the workplace, students may earn any number of credits in each second language, including French.

Course Sequence Transfer

The provision for course sequence transfer enables students to change course sequences, when necessary, to more appropriate levels of challenge. The recommended transfer routes for each program area are given under Transfer Points in the Courses and Programs section.

Students may transfer from a 13-23-33 sequence to a 10-20-30 sequence or from a 16-26-36 sequence to a 13-23-33 sequence or from a 16-26 sequence to a 14-24 sequence.

Students who transfer from a 10-20-30 sequence to a 13-23-33 sequence, or from a 13-23-33 sequence to a 14-24 sequence, should transfer into the sequence at the next grade level; e.g., Social Studies 10 to Social Studies 23. Students will not receive waived credits for the lower-level course in the new sequence. For example, students who successfully complete Social Studies 10 and then transfer to Social Studies 23 will not receive credits for Social Studies 13.

When a student transfers into a less challenging academic sequence, the principal may admit the student with less than a 50% standing. See Retroactive Credits in this section.

Students who successfully complete the first course in a sequence, and then transfer to another sequence, and are waived to the highest level in that sequence, should receive credits for the middle course in the new sequence, upon successful completion of the highest level course. For example, students who successfully complete English Language Arts 10, then successfully complete English Language Arts 33 should receive waived credits for English Language Arts 23 and earned credits for English Language Arts 33.

Circumstances that should be considered when counselling a student to use the course sequence transfer provision include:

- language proficiency; as the student's language proficiency increases, a more academic sequence may provide a more appropriate level of challenge
- the school's ability to schedule the appropriate course route
- the student's ability and motivation.

The school authority shall have a policy that states clearly the criteria to be met by a student who wishes to change program routes.

Course Level Transfer in Diploma Examination Courses

To ensure fairness, consistency and equity, jurisdictions and schools should have procedures in place to govern the assignment of school-awarded marks for students who transfer their diploma course level registration.

Students taking course instruction in 30-level or 33-level diploma examination courses should be registered for their diploma examinations by the dates specified by Alberta Learning. Changes in diploma examination registration from the 30-level to the 33-level or from the 33-level to the 30-level after these registration dates should occur only if there is sufficient time for school staff to assess the student's achievement in the course and adequate time for the student to prepare for the examination. Consultation among the school, student, and where applicable parents or guardians, is an important component of the course transfer process.

Students who transfer course level registration in diploma examination courses should have their final, school-awarded mark based on the knowledge, skills and attitudes of the course into which they transfer. The process for the evaluation of a student's achievement in this situation would be very similar to that used to evaluate a student's achievement through the Course Challenge provision outlined in this section.

Prerequisite Standing

A student who has achieved a mark of 50% or higher in a given course shall be eligible to take the next or higher ranking high school course in that sequence. See Appendix 1.

Course Challenge

Course challenge is a provision that allows senior high school students to challenge the outcomes of a course, including 1-credit career and technology studies courses, through a formal assessment process.

Course challenges are intended to:

- meet the diverse needs of students
- encourage students' ownership of their learning
- acknowledge the learning that students acquire in a variety of settings, not necessarily limited to schools.

Students challenging a course will be given a final course mark, except in diploma examination courses, and, if successful, credits in that course.

This provision applies to the nondiploma examination courses and only to the school-awarded mark component of diploma examination courses. Credit in diploma examination courses can be achieved only through combination of the school-awarded mark (50%) and the diploma examination mark (50%).

The course challenge process must assess a student's achievement of the depth and breadth of the outcomes for the course. Assessment procedures for course challenges shall include a variety of formats and strategies.

Any student who is registered in senior high school and who believes that he or she already possesses the knowledge, skills and attitudes prescribed by the program of studies for a course, shall be allowed to demonstrate these learnings through special assessment opportunities.

For additional information regarding procedures, see Course Challenge in Appendix 3.

Exceptions

Since the course challenge policy applies only to students who believe they have the knowledge, skills and attitudes as defined by the program of studies for a given course, they would not be able to challenge courses that do not have specifically defined content in the program of studies. For example, the course challenge provision would not apply to such courses as special projects and work experience.

Beginning in July 1999 the Mathematics Preparation 10 course is excluded from the course challenge provision. For the 1999–2000 school year, French 13 continues to be excluded from the course challenge provision. Commencing in the 2000–2001 school year both French 13 and French 10 will be excluded from the course challenge provision.

Waiver of Prerequisites and Credits for Waived Prerequisite Courses

Prerequisites shown in Appendix 1 may be waived by the principal.

If the principal waives a prerequisite, the following conditions must be met:

- the student possesses the knowledge, skills and attitudes identified in the waived course or program of studies
- judgements are made on an individual basis, not for an entire class of students
- it is in the student's best interest.

For example:

- A student who is waived into English Language Arts 30, and successfully completes the course, receives 5 earned course credits for English Language Arts 30 plus waived credits for English Language Arts 10 and English Language Arts 20, for a total of 15 credits.
- A student successfully completing English Language Arts 13–23–33 and English Language Arts 30 receives 20 credits. However, waived credits are not granted for English Language Arts 10 and English Language Arts 20 because the student transferred from a lower-level course to a higher-level course sequence. The student was not waived into English Language Arts 30.
- A student who successfully completes English Language Arts 10, then earns credits for English Language Arts 33, should receive waived credits for English Language Arts 23.

Upon successful completion of the next or higher ranking course in a given sequence, the principal may report, on the High School Course Reporting Form, or electronically, any waived course or courses to the Educational Information Exchange. Credits are then granted for the waived prerequisite course or courses, and a "P" for pass is recorded on the student's record and transcript.^❶ The credits awarded for each prerequisite course are the same as the number of credits achieved for the course completed, unless otherwise specified by the principal.

When it is in the best interest of the student to receive both credits and a mark for a course (other than a "P" for pass), schools can use the flexibility now available through alternatives to the Carnegie Unit organizational model (see under School Organization in the Senior High School Programming section) to provide the instruction necessary to complete the course requirements. The student may then be evaluated to determine a percentage mark.

Exceptions

The waiver provision outlined above does not apply to the following courses:

- CTS Courses (all)
- French 13
- Locally Developed/Acquired Optional Courses (all)
- Mathematics Preparation 10
- Physical Education 10
- Social Studies 10
- Social Studies 13
- Special Projects 10–20–30
- Work Experience 15–25–35.

Career and Technology Studies (all courses)

Students may challenge courses in CTS. See Course Challenge in this section. The waiver provision does not apply to CTS, and as such, the student would receive credits only for courses successfully challenged, regardless of level (introductory, intermediate or advanced). The student would not receive waived credits.

In order for a student to be given advanced standing when entering senior high school with the necessary competencies in a 1-credit CTS course, achieved in junior high school, the student may need to have a prerequisite waived. The only time in which a CTS 1-credit course may be waived is when the senior high school principal accepts the recommendation of a

❶ A "P" for pass mark is not taken into consideration in the calculation of averages for the Alexander Rutherford Scholarships for High School Achievement or for post-secondary entrance.

junior high school principal to place a Grade 10 student into a higher level 1-credit course that requires a prerequisite. In this case, the senior high school principal would place the student in the higher level 1-credit course, in effect waiving the lower level 1-credit course. Upon successful completion of the higher level course, the student would then receive credit for the waived course and a mark and credit for the 1-credit course completed. This is the only way in which a CTS prerequisite may be waived.

Retroactive Credits

This section applies to all students except mature students. See the criteria for mature students in the Mature Students section.

Students not achieving at least 50% in a course may repeat the course or, subject to the approval of the school principal, take a course in an alternative sequence. **Students who successfully complete the next higher level course in an alternative sequence shall be granted credit for the prerequisite course.**

The following chart presents the only courses toward which retroactive credits may be applied.

COURSES ELIGIBLE FOR RETROACTIVE CREDITS^❶

Registered Course Reported Failed Semester/School Year: A	Alternative Course Passed Semester/School Year: B	Alternative Retroactive Credits Semester/School Year: B
English Language Arts English Language Arts 10 English Language Arts 20 English Language Arts 13	English Language Arts 23 English Language Arts 33 English Language Arts 26	English Language Arts 13 English Language Arts 23 English Language Arts 16
Français Français 10 Français 20	Français 23 Français 33	Français 13 Français 23
French French Language Arts 10 French 31a	French 31a French 30	French 30, 20, 10 French 20, 10
Mathematics Applied Mathematics 10 Applied Mathematics 10 Pure Mathematics 10 Pure Mathematics 10 Mathematics 14 Mathematics Preparation 10	Mathematics 23 Mathematics 24 Mathematics 23 Mathematics 24 Mathematics 26 Mathematics 24	Mathematics 13 Mathematics 14 Mathematics 13 Mathematics 14 Mathematics 16 Mathematics 14
The following applies to students who entered the mathematics program prior to the 1998–1999 school year.		
Mathematics 10 Mathematics 10 Mathematics 13 Mathematics 20 Mathematics 14	Mathematics 23 Mathematics 24 Mathematics 24 Mathematics 33 Mathematics 26	Mathematics 13 Mathematics 14 Mathematics 14 Mathematics 23 Mathematics 16
Social Studies Social Studies 10 Social Studies 20 Social Studies 13	Social Studies 23 Social Studies 33 Social Studies 26	Social Studies 13 Social Studies 23 Social Studies 16
Science Science 10 Science 14	Science 24 (5 credits) Science 26	Science 14 Science 16
❶ The references to Semester/School Year "A" and Semester/School Year "B" are to emphasize that sequential registration and instruction are required.		

Courses for which retroactive credits have been granted will be recorded as "P" for pass on the student's record and transcript.

A student shall be awarded retroactive credits automatically by Alberta Learning when all of the following criteria are met:

- The student is registered by the principal in an approved course and receives instruction in the course in Semester "A" or School Year "A".
- At the end of Semester "A" or School Year "A", the principal reports to the Educational Information

Exchange, that the student has failed in the registered course. A mark of less than 50% must be reported to the Educational Information Exchange and recorded on the student's file in order for the student to be eligible for retroactive credits in the following years.

- Pursuant to a specific school authority promotion policy, the student is registered, by the principal, in the next higher level course in an alternative sequence in the following Semester "B" or School Year "B".
- The principal subsequently submits to the Educational Information Exchange, in the appropriate reporting period for Semester "B" or School Year "B", a pass mark in the higher level alternative course completed.

Mature Students

Mature Student Status

Mature Student Status is granted effective September 1 for the subsequent school year. All the necessary criteria are to be satisfied prior to September 1.

- A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is:
 - 19 years of age or older; or
 - the holder of a previously-awarded high school diploma from the province of Alberta; or an equivalent high school diploma from a jurisdiction acceptable to the Minister.
- The privileges afforded by the granting of Mature Student Status are not applied retroactively to a student's completed course work on file with Alberta Learning. The application of Mature Student Status is conditional upon the completion of new course work subsequent to September 1 of the school year in which the status becomes effective.
- If a dispute or uncertainty as to whether or not a person qualifies for Mature Student Status still exists after all avenues of appeal have been explored at the jurisdictional or school authority level, cases may be submitted, in writing, to the Executive Secretary, Special Cases Committee, Alberta Learning.

- Mature students enrolled in credit courses must be registered with the Educational Information Exchange.
- A mature student may earn senior high school credits after successfully completing:
 - courses offered in a regular accredited school
 - courses offered under extension programs
 - courses offered by the Alberta Distance Learning Centre
 - a diploma examination conducted by Alberta Learning with or without formal course instruction.
- A mature student is eligible to enroll in any course at the senior high school level or to write a diploma examination without holding the required prerequisite courses.
- A mature student who has achieved a standing of 50% or higher in a senior high school course, by any of the alternatives noted above, will automatically be awarded credits by Alberta Learning in the normal prerequisite(s) for the course(s) completed. The credits awarded for each prerequisite course will be the same as the number of credits achieved for the course completed unless otherwise specified by the principal. However, a mature student who completes a lower-level sequence and transfers to the highest course in a higher-level sequence will receive credits only for the courses completed. For example, a mature student completing English Language Arts 13, 23, 33 and English Language Arts 30 will receive 20 credits. See under Waiver of Prerequisites and Credits for Waived Prerequisite Courses, second example, in the Awarding Course Credits section.
- Mature students are eligible to receive the Alberta High School Diploma or the Certificate of Achievement upon completing the specified requirements. They are not, however, required to complete Physical Education 10 or Career and Life Management 20.

Note: Many school authorities offer comprehensive programs for mature students in both credit and noncredit areas. Interested mature students should consult their school authority for details about such programs.

Mature students who enroll in high school courses may earn the Alberta High School Diploma under the current diploma requirements. Mature students who have not previously attended high school are expected to meet the current requirements, except for Physical Education 10 and Career and Life Management 20, to earn high school diplomas. Mature students who entered high school in the 1983–1984 school year, or before, may meet the current requirements for the Alberta High School Diploma or the 1983–1984 requirements, as follows. **For a mature student to meet this provision, the student must have had a mark reported to Alberta Learning in, or before, the 1983–1984 school year.** Also see under Grade 10 Students in the Student Placement and Promotion section.

High School Diploma Requirements 1983–1984

A high school diploma is awarded to a student holding 100 credits, subject to the following requirements:

- **Language arts—a minimum of 15 credits, five of which must be in English Language Arts 10 or English Language Arts 13 and five in English Language Arts 30 or English Language Arts 33.**
- **Social studies and social sciences—a minimum of 10 credits, five of which must be earned in Social Studies 10. A maximum of 18 credits may be earned in the social sciences options.**
- **Physical Education 10—a minimum of 2 credits, which were offered at that time.**
- **Mathematics—a minimum of 5 credits with a maximum of:**
 - 10 credits in Grade 10
 - 15 credits in Grade 10 and 11 courses.
- **Science—a minimum of 3 credits.**
- **Grade 12 courses—5 credits in English Language Arts 30 or English Language Arts 33, or English 36^① if completed prior to September 1974, plus a minimum of 10 credits in other subjects at this level.**

Credits earned in other approved high school courses may be used to obtain the required 100 credits.

The principal forwards a letter to the Educational Information Exchange indicating which diploma requirements the student is eligible for. This information may be provided at any time during the school year.

^① The English 36 course referred to here should not be confused with the Integrated Occupational Program English 36 course. There was no departmental examination for the English 36 course referenced here.

High School Equivalency Diploma

Alternative 1

There are two alternatives to achieving a High School Equivalency Diploma.

A person, 18 years or older as of September 1 of the current school year, who is deficient in the credits needed for an Alberta High School Diploma, and who has been out of school for at least 10 consecutive months, and who wishes to obtain a High School Equivalency Diploma, should apply to the principal of a senior high school in the community. The principal will forward a letter to the Educational Information Exchange, indicating that the following requirements have been met. All necessary documents should be included with the letter.

The candidate shall obtain 100 school credits as set forth below:

- A minimum of 60 credits must be gained through classroom instruction in a school or other institution accredited by or acceptable to Alberta Learning (for out-of-province students), offering approved senior high school courses, as follows:
 - a high school course in mathematics 5 credits
 - a high school course in science 3 credits
 - English Language Arts 30 or
English Language Arts 33 5 credits
 - one other 30-level course, other
than English Language Arts 5 credits
 - additional high school courses 42 credits
- A minimum of 40 additional credits, which must be earned as follows:
 - additional high school courses
 - additional approved adult education courses under recognized agencies; e.g., public colleges, institutes of technology, extension divisions of universities, adult evening classes**AND/OR**
 - a maximum of 15 credits for maturity, according to the following scale:
 - age 21–24 (inclusive) 5 credits
 - age 25–29 (inclusive) 10 credits
 - age 30 and over 15 credits
 - a maximum of 5 credits for extensive travel
 - a maximum of 5 credits for extensive reading or private study.

Alternative 2

A person, 18 years or older, who has been out of school for at least 10 consecutive months, who passes all five tests in the General Educational Development (GED) test battery with a minimum standard score of 45 or better in each test, and meets the eligibility requirements, will be granted a High School Equivalency Diploma.

For more information regarding Alternative 1, Alternative 2 and the GED program, contact the Student Evaluation Branch.

Special Cases Committee

Frame of Reference of the Committee

The Special Cases Committee deals with all matters that require the interpretation and application of policy relative to an individual's program, as suggested under Functions of the Committee.

This committee is the final procedural level in the appeal process, other than the Minister of Learning. All other avenues of appeal are to be explored at the school authority level before making application for appeal to this provincial body.

Membership of the Committee

The committee is chaired by the Director, Student Evaluation Branch and is comprised of four other directors of Alberta Learning, or their designates, as approved by the chair.

Functions of the Committee

Specific examples of matters dealt with by the committee include the following:

- determining the number of high school credits to be awarded to out-of-province students who have appealed the evaluation given by the school in Alberta
- ruling on whether or not students who have been expelled from school should be permitted to write diploma examinations
- ruling in instances of disputed evaluation or instances of disputed diploma requirements
- ruling on student evaluation or diploma requirement matters where no policy or precedent exists
- determining "mature student" status in individual cases

Directions for Contacting the Committee

- reviewing cases where retroactive credits are in dispute
- determining the variations in practice that may be permitted in the writing of diploma examinations by students seeking an Alberta High School Diploma.
- Students shall be informed of their right to appeal to the Special Cases Committee.
- Students, teachers, principals or other individuals in the province, who have explored all avenues of appeal at their jurisdictional level and feel they have a case requiring special consideration should apply, in writing, to the Executive Secretary, Special Cases Committee, Alberta Learning. The written submission should provide reasons for the need to appeal and a rationale in support of the appeal.
- Persons who appeal to the Special Cases Committee shall concurrently advise the principal of the school and the superintendent of the school authority where the student received instruction.
- Upon receiving notice of the appeal, the principal shall submit a written report to the Special Cases Committee outlining recommendations related to the appeal.

RESOURCES AND SERVICES:

Learning Resources

Introduction

In terms of provincial policy, learning resources are those print, nonprint and electronic software materials used by teachers or students to facilitate teaching and learning. Many learning resources, publisher developed, Alberta Learning developed, and Alberta teacher made, are available for use in implementing school programs. Decisions about the selection and use of resources are a local matter and should take into account student skill levels, interests, motivations and stages of development.

Alberta Learning authorizes learning resources in three categories:

- basic student learning resources
- support student learning resources
- authorized teaching resources.

Authorization indicates that the resources meet high standards and can contribute to the attainment of the goals of the program. However, the authorization of resources does not require their use in program delivery.

Most basic and support student learning resources, and authorized teaching resources, are available for purchase from the Learning Resources Distributing Centre (LRDC).

Accessibility, availability and pricing information about all authorized learning resources is included in the Learning Resources Distributing Centre *Buyers Guide* and through LRDC's electronic inquiry/ordering system at <http://www.lrdc.edc.gov.ab.ca>.

**Learning Resources
Credit Allocation**

The Learning Resources Credit Allocation (LRCA) is applicable to all purchases from the Learning Resources Distributing Centre. The credit allocation is available, up to a specified dollar limit, through the Learning Resources Distributing Centre for eligible or approved Alberta school authorities for the purchase of any resource carried by the LRDC. Further information for the present allocation is provided in the Learning Resources Distributing Centre *Buyers Guide* as well as in the LRDC's School Information Package.

**Basic Student
Learning
Resources**

Basic learning resources are those student learning resources authorized by Alberta Learning as the most appropriate for addressing the majority of outcomes for a course(s), substantial components of a course(s), or the most appropriate for meeting general outcomes across two or more grades, subject areas or programs as outlined in provincial programs of study. Basic learning resources may include any resource format, such as print, computer software, audio, video or manipulatives.

**Support Student
Learning
Resources**

Support learning resources are those student learning resources authorized by Alberta Learning to assist in addressing some of the outcomes for a course or components of a course; or to assist in meeting the outcomes across two or more grades, subject areas or programs as outlined in provincial programs of study. Support learning resources may include any resource format, such as print, computer software, audio, video or manipulatives.

**Resource
Availability**

The stocking of authorized support student learning resources by the Learning Resources Distributing Centre is in accordance with LRDC's policy of carrying such resources for at least one full fiscal year (April 1 to March 31) after authorization.

**Learning Resources
for the
Visually Impaired**
[Materials Resource
Centre]

The Materials Resource Centre for the Visually Impaired (MRC) provides alternative formats for curriculum materials, such as braille, large print and audiotape, as well as equipment and kits for visually impaired students in Alberta.

For more information, contact the MRC Division of the Learning Resources Distributing Centre.

**Locally
Developed/
Acquired
Student
Learning
Resources**

A school board may develop or acquire instructional materials for use in programs or in schools under section 44(2)(a.1) subject to the provisions of section 25 of the *School Act*.

In developing/acquiring instructional materials, the school board should take into account such criteria as curriculum fit, criteria for promoting respect and understanding, appropriateness for student developmental stages and criteria for instructional design.

**Teacher Curriculum
Support
Resources**

The provision of curriculum support is a responsibility shared by school authorities and Alberta Learning. Materials and activities are designed to help teachers implement the course or program of studies. Support materials include print and nonprint items; support activities include orientation sessions and/or workshops.

Most curriculum support materials are available for purchase from the Learning Resources Distributing Centre.

A number of teacher inservice programs are available on video from ACCESS: The Education Station.

Information about curriculum support materials and activities is available from the Curriculum Standards Branch.

**Authorized
Teaching
Resources**

Authorized teaching resources are those teaching resources produced externally to Alberta Learning and authorized by the minister; e.g., resources produced by publishers, reviewed by Alberta Learning, found to meet the review criteria, and to be the best available resources to support the implementation of courses/programs of study and the attainment of the goals of education. Teaching resources produced as service documents by Alberta Learning, such as guides, diagnostic programs and monographs, are authorized by definition.

In exceptional circumstances, a teaching resource may be given basic status.

Learning Resources Distributing Centre *Buyers Guide*

The Learning Resources Distributing Centre *Buyers Guide*, its supplements, and its Internet electronic inquiry/ordering system, provide a comprehensive list of all student and teaching resources authorized by Alberta Learning for use in schools. The Learning Resources Distributing Centre carries most resources authorized by Alberta Learning and provides access to all of them.

All products available from the Learning Resources Distributing Centre have a cost recovery selling price. In addition to a comprehensive General Information section, which provides ordering and business practices information, the *Buyers Guide*, its supplements, and its Internet electronic inquiry/ordering system, provide a Publisher Index as well as the following types of information on each resource carried in stock:

- grade and subject of intended use
- authorization status
- language
- title
- publisher
- edition
- author
- year
- ISBN
- product order number
- selling price.

As well as the English language instruction edition, the *Buyers Guide* is also available in a French language instruction edition, *Enseignement en français*.

The Learning Resources Distributing Centre carries the following types of learning resources in stock:

- basic student learning resources, print and nonprint
- most support student learning resources, print and nonprint
- authorized teaching resources
- distance education print and some nonprint course materials
- English, French and other languages instructional materials
- Alberta Learning legal and information/service publications
- programs of study
- preadministered Grade 12 diploma examinations
- some standardized test materials.

Regional Office and Native Education Branch

Introduction

The task of Alberta Learning's Regional Office and Native Education Branch is to facilitate the implementation of provincial programs, policy and legislation throughout Alberta, and to respond promptly and effectively to emerging issues and concerns, assisting school authorities and the public whenever possible.

Services

Specifically, the Regional Office and Native Education Branch:

- supports regional implementation of Alberta Learning program initiatives and changes to policies, regulations and the *School Act*
- facilitates two-way communication between the field and Alberta Learning
- provides problem-solving support to school authorities, teachers, parents, students and the public
- supports school system administrators and Alberta Learning in implementing an open and accountable education system through effective planning and results reporting
- monitors jurisdiction policies and programs for compliance with Alberta Learning programs, policies and regulations; and gathers information from the field to assist with government decision making
- supports students and the provincial Attendance Board so truancy is kept to a minimum; and provides support for the minister in making decisions regarding disputes

- registers, accredits and monitors private schools and Early Childhood Services (ECS) operations in accordance with the *School Act*; and assists private operators in meeting provincial standards and in providing quality schooling
- promotes the responsiveness of the education system to students, parents and communities through partnerships with school authorities and communities; e.g., Native Education Project, school-based decision making, charter schools, home education, outreach programs, virtual programs, blended programs and consortia.

Zones 1, 2, 3 and 4

The Red Deer area, and north, is served by the Regional Office and Native Education Branch in **Edmonton**.

Telephone: 780-427-2952

Fax: 780-422-9682

Zones 5 and 6

The Calgary area, and south, is served by the Regional Office and Native Education Branch in **Calgary**.

Telephone: 403-297-6353

Fax: 403-297-3842

Addresses

Alberta Learning Branch Addresses

Note: To be connected by telephone, toll free, from outside Edmonton, dial 310-0000 and ask the operator for the desired number.

- The electronic address (URL) for Alberta Learning on the Internet is:
 - <<http://ednet.edc.gov.ab.ca>>
- The mailing address for most Alberta Learning branches is:
 - Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2
- The following branches have individual telephone and fax numbers, as noted.
 - Communications Branch
Telephone: 780-427-2285
Fax: 780-427-0591
 - Curriculum Standards Branch
Telephone: 780-427-2984
Fax: 780-422-3745

Telephone: 780-422-4872
Fax: 780-422-0576

- Information Services Branch
Educational Information Exchange
Telephone: 780-427-1111 [help desk]
Fax: 780-427-1179
- Financial Operations Branch
Telephone: 780-427-2051
Fax: 780-427-2147
- Language Services Branch
Telephone: 780-427-2940
Fax: 780-422-1947
- Office of National and International Education
Telephone: 780-427-2035
Fax: 780-422-3014
- Planning Branch
Telephone: 780-427-8217
Fax: 780-422-5255
- Regional Office and Native Education Branch
Telephone: 780-427-2952
Fax: 780-422-9682
[also see Calgary Office of the Regional Office and Native Education Branch]
- Special Education Branch
Telephone: 780-422-6326
Fax: 780-422-2039
- Student Evaluation Branch
Telephone: 780-427-0010
Fax: 780-422-4200
- Special Cases Committee
Telephone: 780-427-0010
Fax: 780-422-4889
- Teacher Certification and Development Branch
Telephone: 780-427-2045
Fax: 780-422-4199

- The following branches have individual mailing addresses, telephone numbers and fax numbers, as noted.
- Apprenticeship and Industry Training Branch
10th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta
T5J 4L5
Telephone: 780-422-1185
Fax: 780-422-7376
- Learning Technologies Branch
Box 4000
Barrhead, Alberta
T7N 1P4
Telephone: 780-674-5350
Fax: 780-674-6561
Internet: <<http://ednet.edc.gov.ab.ca/lrb>>
- Calgary Office of the Regional Office and Native Education Branch
1101, J. J. Bowlen Building
620 – 7 Avenue SW
Calgary, Alberta
T2P 0Y8
Telephone: 403-297-6353
Fax: 403-297-3842
- Learning Resources Distributing Centre
12360 – 142 Street
Edmonton, Alberta
T5L 4X9
Telephone: 780-427-2767
Fax: 780-422-9750
Internet: <<http://www.lrdc.edc.gov.ab.ca>>
- Materials Resource Centre (MRC)
[address as for LRDC above]
Telephone: 780-427-4681
Fax: 780-427-6683
Internet: <<http://www.lrdc.edc.gov.ab.ca/mrc/homepage.htm>>

Other Addresses

- ACCESS: The Education Station
Order Desk
3720 – 76 Avenue
Edmonton, Alberta

T6B 2N9

Telephone: 780-440-7729
1-800-352-8293

Fax: 780-440-8899

- audio-visual resources
- inservice packages (videotape and print)

- Alberta Distance Learning Centre

Box 4000

Barrhead, Alberta

T7N 1C8

Telephone: 780-674-5333

Fax: 780-674-7593

- Edmonton Office

Main Floor, Devonian Building

11160 Jasper Avenue

Edmonton, Alberta

T5K 0L1

Telephone: 780-427-2766

Fax: 780-427-3850

- Calgary Office

2110 - 9 Street SE

Calgary, Alberta

T2G 3B5

Telephone: 403-290-0977

Fax: 403-290-0978

- Alberta Heritage Scholarship Fund

9th Floor, Sterling Place

9940 - 106 Street

Edmonton, Alberta

T5J 4R4

Telephone: 780-427-8640

Fax: 780-422-4516

- Queen's Printer Bookstore

11510 Kingsway Avenue

Edmonton, Alberta

T5G 2Y5

Telephone: 780-427-4952

Fax: 780-452-0668

McDougall Centre

455 - 6 Street SW

Calgary, Alberta


T2P 4E8

Telephone: 403-297-6251

Fax: 403-297-8450

Appendix 1

Provincially Authorized Senior High School Courses, Course Codes and Course Names

Courses within each category are listed in the sequential numerical order of the course codes. Prerequisite courses are indicated by their linear arrangement across the page, or by the line symbol  used to indicate a prerequisite that leads to more than one course. Course credits are shown in parentheses.

Implementation years are noted in the table of contents of the *Program of Studies: Senior High Schools* and further documented in the footers of individual courses/programs of study.

Grade 10	Grade 11	Grade 12
LANGUAGE ARTS		
English		
ELA1100 English Language Arts 10(5)	ELA2100 English Language Arts 20 ..(5)	ELA3100 English Language Arts 30(5)
ELA1115 English Language Arts 13....(5)	ELA2115 English Language Arts 23 ..(5)	ELA3115 English Language Arts 33(5)
	ELA2141 Communications 21a.....(3)	
	ELA2142 Communications 21b.....(3)	
	ELA2143 Literature 21a(3)	①
	ELA2144 Literature 21b.....(3)	
ESL1120 English as a Second Language 10– Level 1.....no credits②		
ESL1121 English as a Second Language 10–Level 2(5)②		
ESL1122 English as a Second Language 10–Level 3(5)②		
ESL1123 English as a Second Language 10–Level 4(5)②		
ESL1125 English as a Second Language 10– Level 5.....no credits②		
ELA1145 Reading 10 (3) (4) (5)		
Français		
FRA1301 Français 10.....(5)	FRA2301 Français 20(5)	FRA3301 Français 30(5)
FRA1314 Français 13.....(5)	FRA2314 Français 23(5)	FRA3314 Français 33(5)

(continued)

① These courses may not be used as substitutes for English Language Arts 20 or 23.
② Proficiency level determines entry point.

Grade 10	Grade 11	Grade 12
SECOND LANGUAGES		
FSL1305 French 13 ^①(5)		
FSL1309 French 10(5)	FSL2309 French 20(5)	FSL3309 French 30(5)
		FSL3306 French 31a(5)
		FSL3307 French 31b(5)
		FSL3308 French 31c(5)
GER1315 German 10(5)	GER2315 German 20(5)	GER3315 German 30(5)
		GER3317 German 31(5)
ITA1322 Italian 10(5)	ITA2322 Italian 20(5)	ITA3322 Italian 30(5)
LAT1325 Latin 10(5)	LAT2325 Latin 20(5)	LAT3325 Latin 30(5)
SPN1345 Spanish 10(5)	SPN2345 Spanish 20(5)	SPN3345 Spanish 30(5)
UKR1355 Ukrainian 10(5)	UKR2355 Ukrainian 20(5)	UKR3355 Ukrainian 30(5)
UKR1356 Ukrainian 10S ^②(5)	UKR2356 Ukrainian 20S ^②(5)	UKR3356 Ukrainian 30S ^②(5)
CLC1361 Cree Language and Culture 10(5)	CLC2361 Cree Language and Culture 20(5)	CLC3361 Cree Language and Culture 30(5)
BLC1369 Blackfoot Language and Culture 10(5)	BLC2369 Blackfoot Language and Culture 20(5)	BLC3369 Blackfoot Language and Culture 30(5)
JLC1381 Japanese Language and Culture 10(5)	JLC2381 Japanese Language and Culture 20(5)	JLC3381 Japanese Language and Culture 30(5)
Immersion Programs		
FLA1304 French Language Arts 10 ... (5)	FLA2304 French Language Arts 20 ... (5)	FLA3304 French Language Arts 30 (5)
ULA1313 Ukrainian Language Arts 10(5)	ULA2313 Ukrainian Language Arts 20 (5)	ULA3313 Ukrainian Language Arts 30 .. (5)
MATHEMATICS		
		MAT3200 Mathematics 30 ^③(5)
MAT1216 Mathematics 13(5)	MAT2216 Mathematics 23(5)	MAT3211 Mathematics 31 ^③(5)
MAT1225 Mathematics 14(5)	MAT2225 Mathematics 24(5)	MAT3216 Mathematics 33(5)
NEW MATHEMATICS PROGRAM		
MAT1041 Mathematics Preparation 10 ^①(1) (2) (3) (4) (5)		
MAT1038 Applied Mathematics 10(5)	MAT2038 Applied Mathematics 20 (5)	MAT3038 Applied Mathematics 30 (5)
MAT1037 Pure Mathematics 10(5)	MAT2037 Pure Mathematics 20 (5)	MAT3037 Pure Mathematics 30 (5)
Bridging Courses		
MAT1040 Applied Mathematics 10b ... (3)		
	MAT2040 Applied Mathematics 20b (5)	
MAT1039 Pure Mathematics 10b(3)	MAT2039 Pure Mathematics 20b (5)	
SCIENCE		
SCN1270 Science 10(5)	SCN2231 Biology 20(5)	SCN3230 Biology 30(5)
	SCN2242 Chemistry 20(5)	SCN3240 Chemistry 30(5)
	SCN2261 Physics 20(5)	SCN3260 Physics 30(5)
	SCN2270 Science 20(5)	SCN3270 Science 30(5)
SCN1285 Science 14(5)	SCN2285 Science 24(5)	
SOCIAL STUDIES		
SST1150 Social Studies 10 ^④(5)	SST2150 Social Studies 20(5)	SST3150 Social Studies 30(5)
SST1151 Social Studies 13 ^④(5)	SST2151 Social Studies 23(5)	SST3151 Social Studies 33(5)

(continued)

- ① The course challenge and waiver of prerequisite provisions do not apply.
 ② These course numberings refer to the six-year Ukrainian program approved in 1980.
 ③ Mathematics 30 is the corequisite for Mathematics 31.
 ④ The waiver of prerequisite provision does not apply to Social Studies 10 and Social Studies 13.

Grade 10	Grade 11	Grade 12
PERSONAL DEVELOPMENT		
PED1415 Health and Personal Development 10 (2) (3) (4) (5)	PED2416 Career and Life Management 20.....(3) (4) (5)	
PED1435 Occupations 10(2) (3)	PED2445 Physical Education 20(3) (4) (5)	PED3445 Physical Education 30(3) (4) (5)
PED1445 Physical Education 10①..... (3) (4) (5)		
FINE ARTS		
FNA1400 Art 10 (3) (4) (5)	FNA2400 Art 20(3) (4) (5)	FNA3400 Art 30 (5)
FNA1405 Art 11 (3) (4) (5)	FNA2405 Art 21(3) (4) (5)	FNA3405 Art 31..... (5)
FNA1410 Drama 10(3) (5)	FNA2410 Drama 20(3) (5)	FNA3410 Drama 30 (5)
FNA1420 Choral Music 10(3) (5)	FNA2420 Choral Music 20(3) (5)	FNA3420 Choral Music 30 (5)
FNA1424 General Music 10(3) (5)	FNA2424 General Music 20.....(3) (5)	FNA3424 General Music 30 (3) (5)
FNA1425 Instrumental Music 10....(3) (5)	FNA2425 Instrumental Music 20....(3) (5)	FNA3425 Instrumental Music 30..... (5)
SOCIAL SCIENCES		
	SSN2155 Political Thinking 20 (3)	
	SSN2156 Comparative Government 20 (3)	
	SSN2160 Religious Ethics 20..... (3)	
	SSN2161 Religious Meanings 20 (3)	
	SSN2166 Local and Canadian Geography 20..... (3)	
	SSN2171 Personal Psychology 20 (3)	
	SSN2172 General Psychology 20 (3)	
	SSN2176 General Sociology 20 (3)	
	SSN2177 Sociological Institutions 20 (3)	
	SSN2181 Origins of Western Philosophy 20..... (3)	
	SSN2182 Contemporary Western Philosophy 20..... (3)	
	SSN2185 Western Canadian History 20 (3)	
	SSN2186 Canadian History 20 (3)	
	SSN2187 Economics for Consumers 20 (3)	
		SSN3156 International Politics 30 (3)
		SSN3161 World Religions 30 (3)
		SSN3166 World Geography 30..... (3)
		SSN3171 Experimental Psychology 30 (3)
		SSN3175 Cultural and Physical Anthropology 30 (3)
		SSN3176 Applied Sociology 30 (3)
		SSN3182 Philosophies of Man 30 (3)
		SSN3183 Microeconomics 30..... (3)
		SSN3185 Western World History 30..... (3)
		SSN3194 Macroeconomics 30 (3)
OTHER INSTRUCTION		
OTH1998 Work Experience 15②	OTH2998 Work Experience 25②	OTH3998 Work Experience 35②
OTH1999 Special Projects 10③	OTH2999 Special Projects 20③	OTH3999 Special Projects 30③

(continued)

① The waiver of prerequisite provision does not apply to Physical Education 10.

② Each course, at each level, may be offered for 3, 4, 5, 6, 7, 8, 9 or 10 credits. Beginning in the 1994–1995 school year, the maximum total that can be credited toward the 100-credit graduation requirement is 15 credits. The course challenge and waiver of prerequisite provisions do not apply to work experience courses.

③ Each course, at each level, may be offered for 1, 2, 3, 4 or 5 credits. The course challenge and waiver of prerequisite provisions do not apply to special projects courses.

Grade 10	Grade 11	Grade 12
INTEGRATED OCCUPATIONAL PROGRAM		
Academic Component		
IOP1119 English 16.....(3)	IOP2119 English 26.....(3)	IOP3119 English 36.....(3)
IOP1159 Social Studies 16.....(3)	IOP2159 Social Studies 26.....(3)	
IOP1226 Mathematics 16.....(3)	IOP2226 Mathematics 26.....(3)	
IOP1291 Science 16.....(3)	IOP2291 Science 26.....(3)	
Occupational Component		
a) Agribusiness		
IOP1801 Agricultural Production 16.....(3) (5)	IOP2801 Agricultural Production 26.....(10)	IOP3801 Agricultural Production 36.....(10)
IOP1802 Agricultural Mechanics 16.....(3) (5)	IOP2802 Agricultural Mechanics 26.....(10)	IOP3802 Agricultural Mechanics 36.....(10)
IOP1915 Horticultural Services 16.....(3) (5)	IOP2915 Horticultural Services 26.....(10)	IOP3915 Horticultural Services 36.....(10)
b) Business and Office Operations		
IOP1546 Business Services 16.....(3) (5)	IOP2546 Business Services 26.....(10)	IOP3546 Business Services 36.....(10)
IOP1547 Office Services 16.....(3) (5)	IOP2547 Office Services 26.....(10)	IOP3547 Office Services 36.....(10)
c) Construction and Fabrication		
IOP1847 Building Services 16.....(3) (5)	IOP2847 Building Services 26.....(10)	IOP3847 Building Services 36.....(10)
IOP1851 Construction Services 16.....(3) (5)	IOP2851 Construction Services 26.....(10)	IOP3851 Construction Services 36.....(10)
d) Creative Arts		
IOP1407 Crafts and Arts 16.....(3) (5)	IOP2407 Crafts and Arts 26.....(10)	IOP3407 Crafts and Arts 36.....(10)
IOP1408 Technical Arts 16.....(3) (5)	IOP2408 Technical Arts 26.....(10)	IOP3408 Technical Arts 36.....(10)
e) Natural Resources		
IOP1941 Natural Resource Services 16.....(3) (5)	IOP2941 Natural Resource Services 26.....(10)	IOP3941 Natural Resource Services 36.....(10)
f) Personal and Public Services		
IOP1602 Child and Health Care 16.....(3) (5)	IOP2602 Child and Health Care 26.....(10)	IOP3602 Child and Health Care 36.....(10)
IOP1603 Esthetology 16.....(3) (5)	IOP2603 Esthetology 26.....(10)	IOP3603 Esthetology 36.....(10)
IOP1831 Hair Care 16.....(3) (5)	IOP2831 Hair Care 26.....(10)	IOP3831 Hair Care 36.....(10)
IOP1877 Fashion and Fabric Services 16.....(3) (5)	IOP2877 Fashion and Fabric Services 26.....(10)	IOP3877 Fashion and Fabric Services 36.....(10)
g) Tourism and Hospitality		
IOP1632 Commercial Food Preparation 16.....(3) (5)	IOP2632 Commercial Food Preparation 26.....(10)	IOP3632 Commercial Food Preparation 36.....(10)
IOP1633 Food Services 16.....(3) (5)	IOP2633 Food Services 26.....(10)	IOP3633 Food Services 36.....(10)
IOP1634 Maintenance and Hospitality Services 16.....(3) (5)	IOP2634 Maintenance and Hospitality Services 26.....(10)	IOP3634 Maintenance and Hospitality Services 36.....(10)
h) Transportation		
IOP1747 Automotive Services 16 (3) (5)	IOP2747 Automotive Services 26.....(10)	IOP3747 Automotive Services 36.....(10)
IOP1748 Service Station Services 16.....(3) (5)	IOP2748 Service Station Services 26.....(10)	IOP3748 Service Station Services 36.....(10)
IOP1749 Warehouse Services 16.....(3) (5)	IOP2749 Warehouse Services 26.....(10)	IOP3749 Warehouse Services 36.....(10)

(continued)

CAREER AND TECHNOLOGY STUDIES *

Agriculture [Each course is worth 1 credit.]

3R1010	Agriculture: The Big Picture	AGR2120	Soils Management 1 (Soil Properties/Classification)
AGR1030	Production Basics	AGR2130	Integrated Pest Management
AGR1060	Consumer Products & Services	AGR2140	Nursery/Greenhouse Crops 1 (Materials & Processes)
AGR1070	Basic Landscape/Turf Care	AGR3010	Issues in Agriculture
AGR1080	Basic Floral Design	AGR3030	Field Crops 2 (Management Techniques)
AGR1090	Market Fundamentals	AGR3040	Livestock/Poultry 2 (Management Techniques)
AGR1100	Agriculture Technology	AGR3050	Agrifoods 2 (Standards & Regulation)
AGR1110	Resource Management	AGR3060	Landscape/Turf Management 2 (Installation & Repair)
AGR2020	Animal Husbandry/Welfare	AGR3070	Equine 2 (Management Techniques)
AGR2030	Field Crops 1 (Materials & Processes)	AGR3080	Floral Design 2 (Creative Design & Display)
AGR2040	Livestock/Poultry 1 (Materials & Processes)	AGR3090	Marketing 2 (Closed Marketing Structures)
AGR2050	Agrifoods 1 (Materials & Processes)	AGR3100	Biotechnology
AGR2060	Landscape/Turf Management 1 (Maintenance Practices)	AGR3110	Water Management
AGR2070	Equine 1 (Materials & Processes)	AGR3120	Soils Management 2 (Soil Testing & Amending)
AGR2080	Floral Design 1 (Projects for All Occasions)	AGR3130	Sustainable Agriculture Systems
AGR2090	Marketing 1 (Open Marketing Structures)	AGR3140	Nursery/Greenhouse Crops 2 (Management Techniques)
AGR2100	Protected Structures		

Career Transitions [Each course is worth 1 credit.]

CTR1010	Job Preparation	CTR3010	Preparing for Change
CTR1020	Leading by Example	CTR3020	Organizational Leadership
CTR1030	Client Service 1	CTR3030	Leading for Change
CTR1110	Project 1A	CTR3040	Practicum A
CTR1120	Project 1B	CTR3050	Practicum B
CTR1210	Personal Safety (Management)	CTR3060	Practicum C
CTR2010	Job Maintenance	CTR3070	Practicum D
CTR2020	Taking the Lead	CTR3080	Practicum E
CTR2030	Governance & Leadership	CTR3090	Client Service 3
CTR2040	Client Service 2	CTR3110	Project 3A
CTR2110	Project 2A	CTR3120	Project 3B
CTR2120	Project 2B	CTR3130	Project 3C
CTR2130	Project 2C	CTR3140	Project 3D
CTR2140	Project 2D	CTR3150	Project 3E
CTR2150	Project 2E	CTR3210	Safety Management Systems
CTR2210	Workplace Safety (Practices)		

(continued)

* The computer system accepts only 25 characters for a course name, including spaces, and that is how courses appear on the Student Profile statement on transcripts. These 1-credit courses are rolled up under strand names.

CAREER AND TECHNOLOGY STUDIES* (continued)**Communication Technology** [Each course is worth 1 credit.]

COM1010 Presentation & Communication 1	COM2110 Animation 2
COM1020 Media & You	COM2120 Digital Design 2
COM1030 Photography 1	COM2130 Special Effects Photography
COM1050 Printing 1	COM3010 Presentation & Communication 3
COM1060 Audio/Video Production 1	COM3020 Media Design & Analysis 2
COM1070 Animation 1	COM3030 Script Writing 2
COM1080 Digital Design 1	COM3040 Photography 3
COM2010 Presentation & Communication 2	COM3050 Photojournalism
COM2020 Media Design & Analysis 1	COM3060 Photographic Techniques 2
COM2030 Script Writing 1	COM3070 Colour Photography
COM2040 Photography 2	COM3080 Printing Techniques 2
COM2050 Photographic Communication	COM3090 Printing Applications 2
COM2060 Photographic Techniques 1	COM3100 Audio 3
COM2070 Printing Techniques 1	COM3110 Video 3
COM2080 Printing Applications 1	COM3120 Animation 3
COM2090 Audio/Video 1	COM3130 Digital Design 3
COM2100 Audio/Video 2	

Community Health [Each course is worth 1 credit.]

CMH1010 Family Dynamics	CMH2130 Sports First Aid 1
CMH1040 Caring for Children	CMH3010 Family Issues
CMH1050 Child Development	CMH3020 Parenting
CMH1060 Home Care 1	CMH3030 Aging
CMH1080 Perspectives on Health	CMH3040 Prenatal & Postnatal Care
CMH2010 Adolescent Health Issues	CMH3050 Day Care 2
CMH2020 Perspectives on Marriage	CMH3060 Home Care 3 (Special Conditions)
CMH2030 Community Volunteerism	CMH3070 Challenged Individuals
CMH2050 Day Care 1	CMH3080 Digestive System
CMH2060 Home Care 2 (Personal Care Services)	CMH3090 Nervous/Endocrine Systems
CMH2070 Sensory Challenges	CMH3100 Mental Health
CMH2080 Respiratory System	CMH3110 Advances in Medical Technology
CMH2090 Circulatory System	CMH3120 First Aid/CPR for Children
CMH2100 Musculoskeletal System	CMH3130 Sports First Aid 2
CMH2110 Complementary Therapies	CTR1210 Personal Safety (Management)
CMH2120 First Aid/CPR	

(continued)

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Construction Technologies** [Each course is worth 1 credit.]

CON1010	Basic Tools & Materials	CON2180	Wood Forming
CON1070	Building Construction	CON2190	Manufacturing Systems
CON1120	Project Management	CON2200	Product Development
CON1130	Solid Stock Construction	CON3010	Concrete Work (Structures & Finishes)
CON1140	Turning Operations	CON3020	Masonry Work (Structures & Finishes)
CON1160	Manufactured Materials	CON3030	Wall & Ceiling Finishing
CON1180	Mold Making & Casting	CON3040	Stair Construction
CON2010	Site Preparation	CON3050	Roof Structures 2 (Framing & Covering)
CON2020	Concrete Forming	CON3060	Doors & Trim
CON2030	Alternative Foundations	CON3070	Floorcovering
CON2040	Framing Systems 1 (Floor & Wall)	CON3080	Energy-efficient Housing
CON2050	Roof Structures 1 (Framing & Finishing)	CON3090	Renovations/Restorations
CON2060	Exterior Finishing (Door, Window & Siding)	CON3100	Commercial Structures
CON2070	Electrical Systems	CON3110	Site Management
CON2080	Plumbing Systems	CON3120	Tool Maintenance
CON2090	Climate Control Systems	CON3130	Furniture Making 3 (Leg & Rail)
CON2100	Agri-structures	CON3140	Furniture Making 4 (Surface Enhancement)
CON2120	Multiple Materials	CON3150	Furniture Repair
CON2130	Furniture Making 1 (Box Construction)	CON3160	Cabinetmaking 3 (Cabinets/Countertops)
CON2140	Furniture Making 2 (Frame & Panel)	CON3170	Cabinetmaking 4 (Layout & Installation)
CON2150	Finishing & Refinishing	CON3190	Production Planning
CON2160	Cabinetmaking 1 (Web & Face Frame)	CON3200	Production Management
CON2170	Cabinetmaking 2 (Door & Drawer)	CON3210	Framing Systems 2 (Floor, Wall & Ceiling)

(continued)

★ The computer system accepts only 25 characters for a course name, including spaces, and that is how courses appear on the Student Profile statement on transcripts. These 1-credit courses are rolled up under strand names.

CAREER AND TECHNOLOGY STUDIES ★ (continued)**Cosmetology Studies [Each course is worth 1 credit.]**

COS1010	Personal Images	COS3010	Professional Practices
COS1020	Hair Graphics 1	COS3020	Long Hair Graphics
COS1030	Hair & Scalp Care 1	COS3030	Hair & Scalp Care 3
COS1040	Forming & Finishing 1	COS3040	Hair & Scalp Care 4 (Client Services)
COS1050	Permanent Waving 1 (The Physical Process)	COS3050	Haircutting 2
COS1060	Skin Care 1 (Basic Practices)	COS3060	Haircutting 3 (Client Services)
COS1070	Manicuring 1	COS3070	Hair Care & Cutting 2 (Client Services)
COS1080	Theatrical Makeup 1 (Basic Principles)	COS3080	Permanent Waving 5 (Designer)
COS2010	Hair Graphics 2	COS3090	Relax/Straighten Hair
COS2020	Hair & Scalp Care 2	COS3100	Wave, Relax & Straighten Hair (Client Services)
COS2030	Forming & Finishing 2	COS3110	Colouring 2 (Permanent)
COS2040	Haircutting 1	COS3120	Colour Removal 2
COS2050	Hair Care & Cutting 1 (Client Services)	COS3130	Colouring & Removal 2 (Client Services)
COS2060	Permanent Waving 2 (Cold Waving)	COS3140	Body Therapy
COS2070	Permanent Waving 3 (Heat-assisted)	COS3150	Hair Removal
COS2080	Permanent Waving 4 (Client Services)	COS3160	Skin Care 3 (Client Services)
COS2090	Colouring 1	COS3170	Male Facial Grooming 1
COS2100	Colour Removal 1	COS3180	Male Facial Grooming 2 (Client Services)
COS2110	Colouring & Removal 1 (Client Services)	COS3190	Nail Technology
COS2120	Facials & Makeup 1	COS3200	Pedicuring
COS2130	Facials & Makeup 2 (Client Services)	COS3210	Nail Care (Client Services)
COS2140	Skin Care 2 (Client Services)	COS3220	Wigs & Toupees
COS2150	Manicuring 2	COS3230	Hair Goods (Client Services)
COS2160	Nail Art	COS3240	Theatrical Makeup 3 (Changing Images)
COS2170	Manicuring 3 (Client Services)	COS3250	Theatrical Makeup 4 (Client Services)
COS2180	Hairpieces & Extensions	COS3260	Facial & Body Adornment
COS2190	Theatrical Makeup 2 (Planning the Images)	COS3270	Creative Cosmetology
COS2200	Historical Cosmetology	COS3280	Sales & Service 2 (Effectiveness)
COS2210	Sales & Service 1 (Principles & Practices)	COS3290	Competition Cosmetology

Design Studies [Each course is worth 1 credit.]

DES1010	Sketch, Draw & Model	DES3050	3-D Design Studio 2
DES1020	The Design Process	DES3060	3-D Design Studio 3
DES1030	2-D Design Fundamentals	DES3070	Living Environment Studio 1
DES1040	3-D Design Fundamentals	DES3080	Living Environment Studio 2
DES1050	CAD Fundamentals (Computer-aided Design)	DES3090	Living Environment Studio 3
DES1060	Drafting/Design Fundamentals	DES3100	CAD Modelling Studio (Computer-aided Design)
DES2010	2-D Design Applications	DES3110	Drafting/Design Studio 1
DES2020	3-D Design Applications	DES3120	Drafting/Design Studio 2
DES2030	CAD Applications (Computer-aided Design)	DES3130	Drafting/Design Studio 3
DES2040	Drafting/Design Applications	DES3140	Technical Drawing Studio 1
DES2050	Technical Drawing Applications	DES3150	Technical Drawing Studio 2
DES2060	The Evolution of Design	DES3160	Technical Drawing Studio 3
DES3010	2-D Design Studio 1	DES3170	Visualizing the Future
DES3020	2-D Design Studio 2	DES3180	The Design Profession
DES3030	2-D Design Studio 3	DES3190	Portfolio Presentation
DES3040	3-D Design Studio 1		

(continued)

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Electro-Technologies [Each course is worth 1 credit.]**

ELT1010	Electro-assembly 1	ELT2120	Electro-optics
ELT1030	Conversion & Distribution	ELT2130	Magnetic Control Devices
ELT1050	Electronic Power Supply 1	ELT2140	Robotics 2
ELT1060	Digital Technology 1	ELT2150	Electronic Controls
ELT1080	Control Systems 1	ELT3010	Electro-assembly 3
ELT1090	Analog Communication 1	ELT3020	Electronic Servicing
ELT1100	Electronic Communication	ELT3030	Power Systems & Services
ELT1110	Security Systems 1	ELT3040	Generation/Transformation
ELT1130	Robotics 1	ELT3060	Digital Technology 3
ELT2010	Electro-assembly 2	ELT3070	Digital Applications
ELT2020	Electrical Servicing	ELT3080	Microprocessors
ELT2030	Branch Circuit Wiring	ELT3090	Microprocessor Interface
ELT2050	Electronic Power Supply 2	ELT3100	Analog Communication 3
ELT2060	Digital Technology 2	ELT3110	Amplifiers
ELT2070	Computer Technology	ELT3130	Data/Telemetry Systems
ELT2080	Control Systems 2	ELT3140	Motors
ELT2090	Analog Communication 2	ELT3150	Robotics 3
ELT2100	Radio Communication	ELT3160	Control Applications
ELT2110	Security Systems 2		

Energy and Mines [Each course is worth 1 credit.]

ENM1010	Overview of Alberta Geology	ENM2080	Supply & Distribution
ENM1020	Nonrenewable Resources	ENM2090	Energy Designs/Systems 1 (Basic Principles)
ENM1050	Renewable Resources	ENM2100	Environmental Safety
ENM1060	Consumer Products & Services	ENM3010	Energy & the Environment
ENM1090	Fundamentals of Recycling	ENM3020	Conventional Oil/Gas 2 (Recovery & Production)
ENM1100	Conservation Challenge	ENM3030	Oil Sands/Heavy Oil/Coal 2 (Recovery & Production)
ENM2010	Managing Alberta's Resources	ENM3040	Metals/Nonmetals 2 (Recovery & Production)
ENM2020	Conventional Oil/Gas 1 (Resource Exploration)	ENM3050	Sustainable Energy (The Power & Potential)
ENM2030	Oil Sands/Heavy Oil/Coal 1 (Resource Exploration)	ENM3060	Petrochemicals
ENM2040	Metals/Nonmetals 1 (Resource Exploration)	ENM3070	Industrial Materials (Primary Manufacturing)
ENM2050	Renewable Energy Technology	ENM3080	Market Basics & Trends
ENM2060	Refining Hydrocarbons	ENM3090	Energy Designs/Systems 2 (Practical Applications)
ENM2070	Refining Rocks & Minerals	ENM3100	Integrated Resource Management (Balancing Needs)

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CAREER AND TECHNOLOGY STUDIES * (continued)**Energy and Mines** [Each course is worth 1 credit.]

ENM1010 Overview of Alberta Geology	ENM2080 Supply & Distribution
ENM1020 Nonrenewable Resources	ENM2090 Energy Designs/Systems 1 (Basic Principles)
ENM1050 Renewable Resources	ENM2100 Environmental Safety
ENM1060 Consumer Products & Services	ENM3010 Energy & the Environment
ENM1090 Fundamentals of Recycling	ENM3020 Conventional Oil/Gas 2 (Recovery & Production)
ENM1100 Conservation Challenge	ENM3030 Oil Sands/Heavy Oil/Coal 2 (Recovery & Production)
ENM2010 Managing Alberta's Resources	ENM3040 Metals/Nonmetals 2 (Recovery & Production)
ENM2020 Conventional Oil/Gas 1 (Resource Exploration)	ENM3050 Sustainable Energy (The Power & Potential)
ENM2030 Oil Sands/Heavy Oil/Coal 1 (Resource Exploration)	ENM3060 Petrochemicals
ENM2040 Metals/Nonmetals 1 (Resource Exploration)	ENM3070 Industrial Materials (Primary Manufacturing)
ENM2050 Renewable Energy Technology	ENM3080 Market Basics & Trends
ENM2060 Refining Hydrocarbons	ENM3090 Energy Designs/Systems 2 (Practical Applications)
ENM2070 Refining Rocks & Minerals	ENM3100 Integrated Resource Management (Balancing Needs)

Enterprise and Innovation [Each course is worth 1 credit.]

ENT1010 Challenge & Opportunity	ENT2030 Marketing the Venture
ENT1020 Planning a Venture	ENT2040 Implementing the Venture
ENT2010 Analyzing Ventures	ENT3010 Managing the Venture
ENT2020 Financing Ventures	ENT3020 Expanding the Venture

Fabrication Studies [Each course is worth 1 credit.]

CON1010 Basic Tools & Materials	FAB2140 Precision Milling 1
FAB1040 Oxyacetylene Welding	FAB2150 CNC Turning (Computer Numerical Control)
FAB1050 Basic Electric Welding	FAB2160 Custom Fabrication
FAB1090 Sheet Fabrication 1 (Hand Processes)	FAB2170 Pipe Fitting
FAB1100 Fabrication Principles	FAB3010 Materials Testing
FAB1110 Bar & Tubular Fabrication	FAB3020 Metallurgy Fundamentals
FAB1120 Foundry 1 (One-piece Pattern)	FAB3030 Gas Tungsten Arc Welding
FAB1130 Principles of Machining	FAB3040 Specialized Welding
FAB1160 Production Systems	FAB3050 Arc Welding 3
FAB2010 Structural Engineering	FAB3060 Arc Welding 4
FAB2020 Print Reading	FAB3070 Pipe & Tubular Welding
FAB2030 Oxyfuel Welding	FAB3080 Automated Welding
FAB2040 Thermal Cutting	FAB3090 Sheet Fabrication 4 (Radial Line)
FAB2050 Arc Welding 1	FAB3110 Sheet Fabrication 5 (Duct Components)
FAB2060 Arc Welding 2	FAB3120 Foundry 3 (Core Molding)
FAB2070 Gas Metal Arc Welding 1	FAB3130 Precision Turning 2
FAB2090 Sheet Fabrication 2 (Machine Processes)	FAB3140 Precision Milling 2
FAB2100 Sheet Fabrication 3 (Parallel Line)	FAB3150 CNC Milling (Computer Numerical Control)
FAB2110 Forging Fundamentals	FAB3160 Prefabrication Principles
FAB2120 Foundry 2 (Split Pattern)	FAB3170 Gas Metal Arc Welding 2
FAB2130 Precision Turning 1	

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Fashion Studies [Each course is worth 1 credit.]**

FAS1030	Ready, Set, Sew!	FAS2110	Creating Home Decor
FAS1040	Fashion Basics	FAS2120	Surface Embellishment
FAS1050	Repair & Recycle	FAS2140	Fashion Merchandising
FAS1060	Creating Accessories 1	FAS2150	Upholstery
FAS1070	Creative Yarns/Textiles	FAS2160	Creating Accessories 2
FAS2010	Fashion Dynamics	FAS3010	Fashion Illustration 2
FAS2020	Fashion Illustration 1	FAS3020	CAD Patterns 2 (Computer-aided Design)
FAS2030	CAD Patterns 1 (Computer-aided Design)	FAS3030	Pattern Drafting 2
FAS2040	Evolution of Fashion	FAS3040	Contemporary Tailoring
FAS2050	Flat Pattern	FAS3060	Couture
FAS2060	Pattern Drafting 1	FAS3070	Creators of Fashion
FAS2070	Creative Construction	FAS3080	Cultural Fashions
FAS2080	Activewear	FAS3090	Specialty Fabrics 2
FAS2090	Specialty Fabrics 1	FAS3140	Fashion Retailing
FAS2100	Sewing for Others		

Financial Management [Each course is worth 1 credit.]

FIN1010	Financial Information	FIN2050	Financial Simulation
FIN1020	Service Business 1	FIN3010	Advanced Accounting
FIN1030	Service Business 2	FIN3020	Management Accounting
FIN2010	Taxation (Personal & Small Business)	FIN3030	Business Organizations
FIN2020	Merchandising Business 1	FIN3040	Financial Statements
FIN2030	Merchandising Business 2	FIN3060	Financial Analysis
FIN2040	Financial Software	FIN3070	Financial Planning

Foods [Each course is worth 1 credit.]

FOD1010	Food Basics	FOD2140	Rush Hour Cuisine
FOD1020	Baking Basics	FOD2150	Food Safety & Sanitation
FOD1030	Snacks & Appetizers	FOD2160	Food Venture
FOD1040	Meal Planning 1	FOD2170	International Cuisine 1
FOD1050	Fast & Convenience Foods	FOD3010	Food for the Life Cycle
FOD1060	Canadian Heritage Foods	FOD3020	Nutrition & Digestion
FOD2010	Food & Nutrition Basics	FOD3030	Creative Baking
FOD2020	Nutrition & the Athlete	FOD3040	Advanced Yeast Products
FOD2030	Food Decisions & Health	FOD3050	Advanced Soups & Sauces
FOD2040	Cake & Pastry	FOD3060	Food Presentation
FOD2050	Yeast Breads & Rolls	FOD3070	Short Order Cooking
FOD2060	Milk Products & Eggs	FOD3080	Advanced Meat Cookery
FOD2070	Stocks, Soups & Sauces	FOD3090	Basic Meat Cutting
FOD2080	Vegetables/Fruits/Grains	FOD3100	Entertaining with Food
FOD2090	Creative Cold Foods	FOD3110	Food Processing
FOD2100	Basic Meat Cookery	FOD3120	Food Evolution/Innovation
FOD2110	Fish & Poultry	FOD3130	The Food Entrepreneur
FOD2120	Meal Planning 2	FOD3140	International Cuisine 2
FOD2130	Vegetarian Cuisine		

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CAREER AND TECHNOLOGY STUDIES * (continued)**Forestry** [Each course is worth 1 credit.]

FOR1010	Why Forestry?	FOR2070	Harvest Practices (Fibre Harvest & Processing)
FOR1020	Forest Regions of Canada	FOR2100	Forests Forever 2 (Management Practices)
WLD1030	Outdoor Experiences 1 (Survival Skills)	FOR2120	Users in the Forest
FOR1050	Mapping & Aerial Photos	FOR3010	Issues in Forestry
FOR1060	Measuring the Forest 1 (Measurement Skills)	FOR3060	Measuring the Forest 3 (Survey Applications)
FOR1090	Forest Ecology 1 (Ecosystem Dynamics)	FOR3070	The Forest Marketplace
FOR1100	Forests Forever 1 (Forest Use & Protection)	FOR3080	Forest Technology Applications
FOR2010	Making a Difference (Protection & Stewardship)	FOR3090	Forest Ecology 2 (Silvics & Succession)
FOR2030	Managing Alberta Forests	FOR3110	Silviculture (Growing the Forest)
WLD2030	Outdoor Experiences 2 (Wilderness Excursion)	FOR3120	Integrated Resource Management (Balancing Needs)
FOR2060	Measuring the Forest 2 (Sampling Techniques)		

Information Processing [Each course is worth 1 credit.]

INF1010	Computer Operations	INF2170	Programming 4
INF1020	Keyboarding 1	INF2180	Programming 5
INF1030	Word Processing 1	INF2190	Telecommunications 1
INF1040	Graphics Tools	INF2200	Information Highway 2
INF1050	Database 1	INF3010	Hardware/Software Analysis
INF1060	Spreadsheet 1	INF3020	Local Area Networks
INF1070	Hypermedia Tools	INF3030	Keyboarding 4
INF1080	Programming 1	INF3040	Keyboarding 5
INF1090	Information Highway 1	INF3050	Keyboarding 6
INF2010	Workstation Operations	INF3060	Word Processing 3
INF2030	Keyboarding 2	INF3070	Electronic Publishing 2
INF2040	Keyboarding 3	INF3080	Information Management Tools
INF2050	Word Processing 2	INF3090	Software Integration 3
INF2060	Electronic Publishing 1	INF3100	Specialization 1
INF2070	Database 2	INF3110	Specialization 2
INF2080	Spreadsheet 2	INF3120	Software Integration 2
INF2090	Correspondence	INF3130	Multimedia Authoring 2
INF2100	Reports	INF3140	Expert Systems
INF2110	Tables/Forms	INF3150	Programming Application 1
INF2120	Software Integration 1	INF3160	Programming Application 2
INF2130	Multimedia Authoring 1	INF3170	Programming Application 3
INF2140	Process Control	INF3180	Telecommunications 2
INF2150	Programming 2	INF3190	Information Highway 3
INF2160	Programming 3	INF3200	Internet Services

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Legal Studies [Each course is worth 1 credit.]**

LGS1010	You & the Law 1 (as a Consumer and as a Family Member)	LGS3010	Consumer & Property Law
LGS1020	You & the Law 2 (in Society and in the Workplace)	LGS3020	Dispute Resolution
LGS2010	Family Law	LGS3040	Negligence
LGS2020	Labour Law	LGS3050	Law & Small Business
LGS2030	Environmental Law	LGS3060	Controversy & Change
LGS2050	Law & the Traveller	LGS3070	Landmark Decisions
		LGS3080	Criminal Law

Logistics [Each course is worth 1 credit.]

LOG1010	Logistics	LOG2030	Purchasing 2
LOG1020	Warehouse & Distribute 1	LOG2040	Inventory Management 1
LOG1030	Traffic & Transport 1	LOG3010	Warehouse & Distribute 3
LOG1040	Purchasing 1	LOG3020	Traffic & Transport 3
LOG2010	Warehouse & Distribute 2	LOG3030	Purchasing 3
LOG2020	Traffic & Transport 2	LOG3040	Inventory Management 2

Management and Marketing [Each course is worth 1 credit.]

MAM1010	Management & Marketing Basics	MAM3010	The Business Organization
MAM1020	Quality Customer Service	MAM3020	Business in the Canadian Economy
MAM1030	Communication Strategies 1	MAM3030	Business in the Global Marketplace
MAM2010	Managing for Quality	MAM3040	Promotion: Sales Techniques
MAM2030	Promotion: Visual Merchandising	MAM3050	Distributing Goods & Services
MAM2040	Retail Operations	MAM3060	Setting Up a Retail Store
MAM2050	Office Systems 1	MAM3070	Office Systems 2
MAM2060	Communication Strategies 2	MAM3080	Communication Strategies 3
MAM2080	Records Management 1	MAM3090	Records Management 2
MAM2090	Promotion: Print Advertising	MAM3100	Promotion: Broadcast Advertising

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Mechanics [Each course is worth 1 credit.]**

MEC1010	Modes & Mechanisms	MEC2190	Surface Preparation 2
MEC1020	Vehicle Service & Care	MEC2200	Refinishing 1
MEC1040	Engine Fundamentals	MEC2210	Touch-up & Finishing
MEC1090	Electrical Fundamentals	MEC2220	Interior Repairs
MEC1110	Pneumatics & Hydraulics	MEC3010	Buying & Selling Vehicles
MEC1130	Mechanical Systems	MEC3020	Vehicle Value Appraisal
MEC1150	Ride & Control Systems	MEC3030	Engine Diagnosis
MEC1160	Structures & Materials	MEC3040	Engine Tune-up
MEC1170	Metal Forming & Finishing	MEC3050	Engine Replacement
MEC1190	Surface Preparation 1	MEC3060	Engine Reconditioning 1
MEC2010	Vehicle Detailing	MEC3070	Engine Reconditioning 2
MEC2020	Vehicle Maintenance	MEC3080	Alternative Energy Systems
MEC2030	Lubrication & Cooling	MEC3090	Computer Systems
MEC2040	Fuel & Exhaust Systems	MEC3100	Safety Systems
MEC2050	Alternative Fuel Engines	MEC3110	Climate Control
MEC2060	Ignition Systems	MEC3120	Power Assisting
MEC2070	Emission Controls	MEC3130	Automatic Transmissions
MEC2090	Electrical Components	MEC3140	Drive Train Repair
MEC2100	Power Assist Accessories	MEC3150	Wheel Alignment
MEC2110	Braking Systems	MEC3160	Body Repair Estimation
MEC2120	Hydraulic Accessories	MEC3170	Damage Analysis
MEC2130	Drive Trains	MEC3180	Damage Repair 1
MEC2140	Transmissions/Transaxles	MEC3190	Damage Repair 2
MEC2150	Suspension Systems	MEC3200	Refinishing 2
MEC2160	Steering Systems	MEC3210	Plastic & Fibreglass
MEC2170	Metal Repair & Finishing	MEC3220	Glass Replacement
MEC2180	Trim Replacement	MEC3230	Refinishing 3

Tourism Studies [Each course is worth 1 credit.]

TOU1010	The Tourism Industry	TOU2080	Travel Planning
TOU1020	People & Places	TOU2090	Tourism Interpretation 1
TOU1030	Quality Guest Service	TOU2100	Tourism Interpretation 2
TOU1040	The Food Sector	TOU3030	Food Service Operations
TOU1050	The Accommodation Sector	TOU3040	Hotel/Motel Operations
TOU1060	The Travel Sector	TOU3050	Alternative Accommodations
TOU1070	The Attractions Sector	TOU3060	Travel Agency Operations
TOU2010	Tourism Events	TOU3070	Reservations & Ticketing
TOU2040	Food Functions	TOU3080	Air Transportation
TOU2050	Meetings & Conferences	TOU3090	Surface Transportation
TOU2060	Tourism Destinations 1	TOU3100	Attractions Operations
TOU2070	Tourism Destinations 2	TOU3110	Adventure & Ecotourism

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CAREER AND TECHNOLOGY STUDIES ★ (continued)**Wildlife** [Each course is worth 1 credit.]

J1010	What Is Wildlife?	WLD2060	Interactions (Wildlife & Society)
WLD1020	Natural History of Wildlife	WLD2070	Hunting & Game Management 2 (Field Techniques/Regulations)
WLD1030	Outdoor Experiences 1 (Survival Skills)	WLD2090	Issues in Wildlife 1 (Research & Analysis)
WLD1050	Taking Responsibility (People, Culture & Wildlife)	WLD3020	Making a Difference (Protection & Stewardship)
WLD1070	Hunting & Game Management 1 (Ethics/Game Identification)	WLD3040	Wildlife Research
WLD1080	Angling & Fish Management	WLD3050	Wildlife Management 1 (Basic Principles)
WLD2020	Measuring the Value (Diversity of Wildlife Values)	WLD3060	Wildlife Management 2 (Applications)
WLD2030	Outdoor Experiences 2 (Wilderness Excursion)	WLD3090	Issues in Wildlife 2 (Negotiation & Debate)
WLD2040	Wildlife Spaces & Species		

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Appendix 2

Registered Apprenticeship Program (RAP), Course Codes and Course Names

The Registered Apprenticeship Program (RAP) is a program in which students spend part of their time in school and part in industry as registered apprentices in one of the designated trades. Students enrolled in RAP courses are counted as full-time high school students and as registered apprentices.

To enter the program, students must be in senior high school and meet the grade entrance requirement to the selected trade or pass the trade entrance examination. Students enrolling in RAP must be registered with both the Curriculum Standards Branch and the Apprenticeship and Industry Training Branch of Alberta Learning.

Registered Apprenticeship Program courses are classified as locally developed courses. School jurisdictions intending to offer this program should refer to the following policy and service documents:

- Off-campus Education policy found in the *Policy, Regulations and Forms Manual*
- *Off-campus Education Guide for Administrators, Counsellors and Teachers*, 1997
- RAP Information Package—available through the Curriculum Standards Branch.

Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP)		
RAP4164 Agricultural Mechanic 15 (5)	RAP5164 Agricultural Mechanic 25a (5) RAP5165 Agricultural Mechanic 25b (5) RAP5166 Agricultural Mechanic 25c (5)	RAP6164 Agricultural Mechanic 35a (5) RAP6165 Agricultural Mechanic 35b (5) RAP6166 Agricultural Mechanic 35c (5) RAP6167 Agricultural Mechanic 35d (5)
RAP1659 Appliance Service Technician 15 (5)	RAP2659 Appliance Service Technician 25a (5) RAP2660 Appliance Service Technician 25b (5) RAP2661 Appliance Service Technician 25c (5)	RAP3659 Appliance Service Technician 35a (5) RAP3660 Appliance Service Technician 35b (5) RAP3661 Appliance Service Technician 35c (5) RAP3662 Appliance Service Technician 35d (5)
RAP1992 Auto Body Technician 15 (5)	RAP2992 Auto Body Technician 25a (5) RAP2993 Auto Body Technician 25b (5) RAP2994 Auto Body Technician 25c (5)	RAP3992 Auto Body Technician 35a (5) RAP3993 Auto Body Technician 35b (5) RAP3994 Auto Body Technician 35c (5) RAP3995 Auto Body Technician 35d (5)
RAP1762 Automotive Service Technician 15 (5)	RAP2762 Automotive Service Technician 25a (5) RAP2763 Automotive Service Technician 25b (5) RAP2764 Automotive Service Technician 25c (5)	RAP3762 Automotive Service Technician 35a (5) RAP3763 Automotive Service Technician 35b (5) RAP3764 Automotive Service Technician 35c (5) RAP3765 Automotive Service Technician 35d (5)
RAP4100 Baker 15 (5)	RAP5100 Baker 25a (5) RAP5101 Baker 25b (5) RAP5102 Baker 25c (5)	RAP6100 Baker 35a (5) RAP6101 Baker 35b (5) RAP6102 Baker 35c (5) RAP6103 Baker 35d (5)
RAP4168 Boilermaker 15 (5)	RAP5168 Boilermaker 25a (5) RAP5169 Boilermaker 25b (5) RAP5170 Boilermaker 25c (5)	RAP6168 Boilermaker 35a (5) RAP6169 Boilermaker 35b (5) RAP6170 Boilermaker 35c (5) RAP6171 Boilermaker 35d (5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4172 Bricklayer 15(5)	RAP5172 Bricklayer 25a (5) RAP5173 Bricklayer 25b (5) RAP5174 Bricklayer 25c (5)	RAP6172 Bricklayer 35a (5) RAP6173 Bricklayer 35b (5) RAP6174 Bricklayer 35c (5) RAP6175 Bricklayer 35d (5)
RAP4104 Cabinetmaker 15(5)	RAP5104 Cabinetmaker 25a (5) RAP5105 Cabinetmaker 25b (5) RAP5106 Cabinetmaker 25c (5)	RAP6104 Cabinetmaker 35a (5) RAP6105 Cabinetmaker 35b (5) RAP6106 Cabinetmaker 35c (5) RAP6107 Cabinetmaker 35d (5)
RAP4108 Carpenter 15(5)	RAP5108 Carpenter 25a (5) RAP5109 Carpenter 25b (5) RAP5110 Carpenter 25c (5)	RAP6108 Carpenter 35a (5) RAP6109 Carpenter 35b (5) RAP6110 Carpenter 35c (5) RAP6111 Carpenter 35d (5)
RAP4180 Communication Electrician 15(5)	RAP5180 Communication Electrician 25a (5) RAP5181 Communication Electrician 25b (5) RAP5182 Communication Electrician 25c (5)	RAP6180 Communication Electrician 35a (5) RAP6181 Communication Electrician 35b (5) RAP6182 Communication Electrician 35c (5) RAP6183 Communication Electrician 35d (5)
RAP4176 Concrete Finisher 15(5)	RAP5176 Concrete Finisher 25a (5) RAP5177 Concrete Finisher 25b (5) RAP5178 Concrete Finisher 25c (5)	RAP6176 Concrete Finisher 35a (5) RAP6177 Concrete Finisher 35b (5) RAP6178 Concrete Finisher 35c (5) RAP6179 Concrete Finisher 35d (5)
RAP4112 Cook 15(5)	RAP5112 Cook 25a (5) RAP5113 Cook 25b (5) RAP5114 Cook 25c (5)	RAP6112 Cook 35a (5) RAP6113 Cook 35b (5) RAP6114 Cook 35c (5) RAP6115 Cook 35d (5)
RAP4184 Crane and Hoisting Equipment Operator 15(5)	RAP5184 Crane and Hoisting Equipment Operator 25a (5) RAP5185 Crane and Hoisting Equipment Operator 25b (5) RAP5186 Crane and Hoisting Equipment Operator 25c (5)	RAP6184 Crane and Hoisting Equipment Operator 35a (5) RAP6185 Crane and Hoisting Equipment Operator 35b (5) RAP6186 Crane and Hoisting Equipment Operator 35c (5) RAP6187 Crane and Hoisting Equipment Operator 35d (5)
RAP4116 Electrical Rewind Mechanic 15(5)	RAP5116 Electrical Rewind Mechanic 25a (5) RAP5117 Electrical Rewind Mechanic 25b (5) RAP5118 Electrical Rewind Mechanic 25c (5)	RAP6116 Electrical Rewind Mechanic 35a (5) RAP6117 Electrical Rewind Mechanic 35b (5) RAP6118 Electrical Rewind Mechanic 35c (5) RAP6119 Electrical Rewind Mechanic 35d (5)
RAP1758 Electrician 15(5)	RAP2758 Electrician 25a (5) RAP2759 Electrician 25b (5) RAP2760 Electrician 25c (5)	RAP3758 Electrician 35a (5) RAP3759 Electrician 35b (5) RAP3760 Electrician 35c (5) RAP3761 Electrician 35d (5)
RAP1651 Electronic Technician 15(5)	RAP2651 Electronic Technician 25a (5) RAP2652 Electronic Technician 25b (5) RAP2653 Electronic Technician 25c (5)	RAP3651 Electronic Technician 35a (5) RAP3652 Electronic Technician 35b (5) RAP3653 Electronic Technician 35c (5) RAP3654 Electronic Technician 35d (5)
RAP4256 Elevator Constructor 15(5)	RAP5256 Elevator Constructor 25a (5) RAP5257 Elevator Constructor 25b (5) RAP5258 Elevator Constructor 25c (5)	RAP6256 Elevator Constructor 35a (5) RAP6257 Elevator Constructor 35b (5) RAP6258 Elevator Constructor 35c (5) RAP6259 Elevator Constructor 35d (5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
4120 Floorcovering Installer 15.....(5)	RAP5120 Floorcovering Installer 25a... (5) RAP5121 Floorcovering Installer 25b... (5) RAP5122 Floorcovering Installer 25c... (5)	RAP6120 Floorcovering Installer 35a.. (5) RAP6121 Floorcovering Installer 35b.. (5) RAP6122 Floorcovering Installer 35c.. (5) RAP6123 Floorcovering Installer 35d.. (5)
RAP4124 Gasfitter—First Class 15.....(5)	RAP5124 Gasfitter—First Class 25a.... (5) RAP5125 Gasfitter—First Class 25b.... (5) RAP5126 Gasfitter—First Class 25c.... (5)	RAP6124 Gasfitter—First Class 35a.... (5) RAP6125 Gasfitter—First Class 35b.... (5) RAP6126 Gasfitter—First Class 35c.... (5) RAP6127 Gasfitter—First Class 35d.... (5)
RAP4128 Glazier 15(5)	RAP5128 Glazier 25a (5) RAP5129 Glazier 25b (5) RAP5130 Glazier 25c (5)	RAP6128 Glazier 35a (5) RAP6129 Glazier 35b (5) RAP6130 Glazier 35c (5) RAP6131 Glazier 35d (5)
RAP1853 Hairstylist 15(5)	RAP2853 Hairstylist 25a (5) RAP2854 Hairstylist 25b (5) RAP2855 Hairstylist 25c (5)	RAP3853 Hairstylist 35a (5) RAP3854 Hairstylist 35b (5) RAP3855 Hairstylist 35c (5) RAP3856 Hairstylist 35d (5)
RAP1988 Heavy Equipment Technician 15(5)	RAP2988 Heavy Equipment Technician 25a (5) RAP2989 Heavy Equipment Technician 25b (5) RAP2990 Heavy Equipment Technician 25c (5)	RAP3988 Heavy Equipment Technician 35a (5) RAP3989 Heavy Equipment Technician 35b (5) RAP3990 Heavy Equipment Technician 35c (5) RAP3991 Heavy Equipment Technician 35d (5)
RAP4132 Instrument Technician 15.....(5)	RAP5132 Instrument Technician 25a .. (5) RAP5133 Instrument Technician 25b .. (5) RAP5134 Instrument Technician 25c... (5)	RAP6132 Instrument Technician 35a . (5) RAP6133 Instrument Technician 35b . (5) RAP6134 Instrument Technician 35c.. (5) RAP6135 Instrument Technician 35d . (5)
4136 Insulator 15(5)	RAP5136 Insulator 25a..... (5) RAP5137 Insulator 25b..... (5) RAP5138 Insulator 25c..... (5)	RAP6136 Insulator 35a..... (5) RAP6137 Insulator 35b..... (5) RAP6138 Insulator 35c..... (5) RAP6139 Insulator 35d..... (5)
RAP4188 Ironworker 15.....(5)	RAP5188 Ironworker 25a..... (5) RAP5189 Ironworker 25b..... (5) RAP5190 Ironworker 25c..... (5)	RAP6188 Ironworker 35a..... (5) RAP6189 Ironworker 35b..... (5) RAP6190 Ironworker 35c..... (5) RAP6191 Ironworker 35d..... (5)
RAP4192 Landscape Gardener 15.....(5)	RAP5192 Landscape Gardener 25a (5) RAP5193 Landscape Gardener 25b (5) RAP5194 Landscape Gardener 25c (5)	RAP6192 Landscape Gardener 35a ... (5) RAP6193 Landscape Gardener 35b ... (5) RAP6194 Landscape Gardener 35c ... (5) RAP6195 Landscape Gardener 35d ... (5)
RAP4196 Lather-Interior Systems Mechanic 15(5)	RAP5196 Lather-Interior Systems Mechanic 25a (5) RAP5197 Lather-Interior Systems Mechanic 25b (5) RAP5198 Lather-Interior Systems Mechanic 25c (5)	RAP6196 Lather-Interior Systems Mechanic 35a (5) RAP6197 Lather-Interior Systems Mechanic 35b (5) RAP6198 Lather-Interior Systems Mechanic 35c (5) RAP6199 Lather-Interior Systems Mechanic 35d (5)
RAP4260 Locksmith 15.....(5)	RAP5260 Locksmith 25a (5) RAP5261 Locksmith 25b (5) RAP5262 Locksmith 25c (5)	RAP6260 Locksmith 35a (5) RAP6261 Locksmith 35b (5) RAP6262 Locksmith 35c (5) RAP6263 Locksmith 35d (5)
RAP4140 Machinist 15.....(5)	RAP5140 Machinist 25a (5) RAP5141 Machinist 25b (5) RAP5142 Machinist 25c (5)	RAP6140 Machinist 35a (5) RAP6141 Machinist 35b (5) RAP6142 Machinist 35c (5) RAP6143 Machinist 35d (5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4144 Millwright 15.....(5)	RAP5144 Millwright 25a..... (5) RAP5145 Millwright 25b..... (5) RAP5146 Millwright 25c..... (5)	RAP6144 Millwright 35a..... (5) RAP6145 Millwright 35b..... (5) RAP6146 Millwright 35c..... (5) RAP6147 Millwright 35d..... (5)
RAP1646 Motorcycle Mechanic 15(5)	RAP2646 Motorcycle Mechanic 25a (5) RAP2647 Motorcycle Mechanic 25b (5) RAP2648 Motorcycle Mechanic 25c ... (5)	RAP3646 Motorcycle Mechanic 35a ... (5) RAP3647 Motorcycle Mechanic 35b ... (5) RAP3648 Motorcycle Mechanic 35c ... (5) RAP3649 Motorcycle Mechanic 35d ... (5)
RAP4148 Painter and Decorator 15(5)	RAP5148 Painter and Decorator 25a... (5) RAP5149 Painter and Decorator 25b... (5) RAP5150 Painter and Decorator 25c... (5)	RAP6148 Painter and Decorator 35a.. (5) RAP6149 Painter and Decorator 35b.. (5) RAP6150 Painter and Decorator 35c.. (5) RAP6151 Painter and Decorator 35d.. (5)
RAP1655 Partsman 15(5)	RAP2655 Partsman 25a..... (5) RAP2656 Partsman 25b..... (5) RAP2657 Partsman 25c..... (5)	RAP3655 Partsman 35a..... (5) RAP3656 Partsman 35b..... (5) RAP3657 Partsman 35c..... (5) RAP3658 Partsman 35d..... (5)
RAP4152 Plumber 15(5)	RAP5152 Plumber 25a..... (5) RAP5153 Plumber 25b..... (5) RAP5154 Plumber 25c..... (5)	RAP6152 Plumber 35a..... (5) RAP6153 Plumber 35b..... (5) RAP6154 Plumber 35c..... (5) RAP6155 Plumber 35d..... (5)
RAP4204 Power Lineman 15(5)	RAP5204 Power Lineman 25a..... (5) RAP5205 Power Lineman 25b..... (5) RAP5206 Power Lineman 25c..... (5)	RAP6204 Power Lineman 35a..... (5) RAP6205 Power Lineman 35b..... (5) RAP6206 Power Lineman 35c..... (5) RAP6207 Power Lineman 35d..... (5)
RAP4208 Power System Electrician 15(5)	RAP5208 Power System Electrician 25a..... (5) RAP5209 Power System Electrician 25b..... (5) RAP5210 Power System Electrician 25c..... (5)	RAP6208 Power System Electrician 35a..... (5) RAP6209 Power System Electrician 35b..... (5) RAP6210 Power System Electrician 35c..... (5) RAP6211 Power System Electrician 35d..... (5)
RAP4212 Printing and Graphic Arts Craftsman 15(5)	RAP5212 Printing and Graphic Arts Craftsman 25a..... (5) RAP5213 Printing and Graphic Arts Craftsman 25b..... (5) RAP5214 Printing and Graphic Arts Craftsman 25c..... (5)	RAP6212 Printing and Graphic Arts Craftsman 35a..... (5) RAP6213 Printing and Graphic Arts Craftsman 35b..... (5) RAP6214 Printing and Graphic Arts Craftsman 35c..... (5) RAP6215 Printing and Graphic Arts Craftsman 35d..... (5)
RAP4280 Recreation Vehicle Service Technician 15(5)	RAP5280 Recreation Vehicle Service Technician 25a..... (5) RAP5281 Recreation Vehicle Service Technician 25b..... (5) RAP5282 Recreation Vehicle Service Technician 25c..... (5)	RAP6280 Recreation Vehicle Service Technician 35a..... (5) RAP6281 Recreation Vehicle Service Technician 35b..... (5) RAP6282 Recreation Vehicle Service Technician 35c..... (5) RAP6283 Recreation Vehicle Service Technician 35d..... (5)
RAP4156 Refrigeration and Air Conditioning Mechanic 15(5)	RAP5156 Refrigeration and Air Conditioning Mechanic 25a.. (5) RAP5157 Refrigeration and Air Conditioning Mechanic 25b.. (5) RAP5158 Refrigeration and Air Conditioning Mechanic 25c.. (5)	RAP6156 Refrigeration and Air Conditioning Mechanic 35a. (5) RAP6157 Refrigeration and Air Conditioning Mechanic 35b. (5) RAP6158 Refrigeration and Air Conditioning Mechanic 35c. (5) RAP6159 Refrigeration and Air Conditioning Mechanic 35d. (5)

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Grade 10	Grade 11	Grade 12
REGISTERED APPRENTICESHIP PROGRAM (RAP) (continued)		
RAP4224 Roofer 15 (5)	RAP5224 Roofer 25a (5) RAP5225 Roofer 25b (5) RAP5226 Roofer 25c (5)	RAP6224 Roofer 35a (5) RAP6225 Roofer 35b (5) RAP6226 Roofer 35c (5) RAP6227 Roofer 35d (5)
RAP4228 Sawfiler 15 (5)	RAP5228 Sawfiler 25a (5) RAP5229 Sawfiler 25b (5) RAP5230 Sawfiler 25c (5)	RAP6228 Sawfiler 35a (5) RAP6229 Sawfiler 35b (5) RAP6230 Sawfiler 35c (5) RAP6231 Sawfiler 35d (5)
RAP4232 Sheet Metal Worker 15 (5)	RAP5232 Sheet Metal Worker 25a (5) RAP5233 Sheet Metal Worker 25b (5) RAP5234 Sheet Metal Worker 25c (5)	RAP6232 Sheet Metal Worker 35a (5) RAP6233 Sheet Metal Worker 35b (5) RAP6234 Sheet Metal Worker 35c (5) RAP6235 Sheet Metal Worker 35d (5)
RAP4236 Sprinkler Systems Installer 15 (5)	RAP5236 Sprinkler Systems Installer 25a (5) RAP5237 Sprinkler Systems Installer 25b (5) RAP5238 Sprinkler Systems Installer 25c (5)	RAP6236 Sprinkler Systems Installer 35a (5) RAP6237 Sprinkler Systems Installer 35b (5) RAP6238 Sprinkler Systems Installer 35c (5) RAP6239 Sprinkler Systems Installer 35d (5)
RAP4160 Steamfitter-Pipefitter 15 (5)	RAP5160 Steamfitter-Pipefitter 25a (5) RAP5161 Steamfitter-Pipefitter 25b (5) RAP5162 Steamfitter-Pipefitter 25c (5)	RAP6160 Steamfitter-Pipefitter 35a (5) RAP6161 Steamfitter-Pipefitter 35b (5) RAP6162 Steamfitter-Pipefitter 35c (5) RAP6163 Steamfitter-Pipefitter 35d (5)
RAP4240 Structural Steel and Plate Fitter 15 (5)	RAP5240 Structural Steel and Plate Fitter 25a (5) RAP5241 Structural Steel and Plate Fitter 25b (5) RAP5242 Structural Steel and Plate Fitter 25c (5)	RAP6240 Structural Steel and Plate Fitter 35a (5) RAP6241 Structural Steel and Plate Fitter 35b (5) RAP6242 Structural Steel and Plate Fitter 35c (5) RAP6243 Structural Steel and Plate Fitter 35d (5)
RAP4244 Tilesetter 15 (5)	RAP5244 Tilesetter 25a (5) RAP5245 Tilesetter 25b (5) RAP5246 Tilesetter 25c (5)	RAP6244 Tilesetter 35a (5) RAP6245 Tilesetter 35b (5) RAP6246 Tilesetter 35c (5) RAP6247 Tilesetter 35d (5)
RAP4248 Tool and Die Maker 15 (5)	RAP5248 Tool and Die Maker 25a (5) RAP5249 Tool and Die Maker 25b (5) RAP5250 Tool and Die Maker 25c (5)	RAP6248 Tool and Die Maker 35a (5) RAP6249 Tool and Die Maker 35b (5) RAP6250 Tool and Die Maker 35c (5) RAP6251 Tool and Die Maker 35d (5)
RAP4252 Transport Refrigeration Mechanic 15 (5)	RAP5252 Transport Refrigeration Mechanic 25a (5) RAP5253 Transport Refrigeration Mechanic 25b (5) RAP5254 Transport Refrigeration Mechanic 25c (5)	RAP6252 Transport Refrigeration Mechanic 35a (5) RAP6253 Transport Refrigeration Mechanic 35b (5) RAP6254 Transport Refrigeration Mechanic 35c (5) RAP6255 Transport Refrigeration Mechanic 35d (5)
RAP1641 Water Well Driller 15 (5)	RAP2641 Water Well Driller 25a (5) RAP2642 Water Well Driller 25b (5) RAP2643 Water Well Driller 25c (5)	RAP3641 Water Well Driller 35a (5) RAP3642 Water Well Driller 35b (5) RAP3643 Water Well Driller 35c (5) RAP3644 Water Well Driller 35d (5)
RAP1663 Welder 15 (5)	RAP2663 Welder 25a (5) RAP2664 Welder 25b (5) RAP2665 Welder 25c (5)	RAP3663 Welder 35a (5) RAP3664 Welder 35b (5) RAP3665 Welder 35c (5) RAP3666 Welder 35d (5)

Appendix 3

Course Challenge

The following procedures are mandated by Alberta Learning.

Course challenge is a provision that allows senior high school students to challenge the outcomes for a course by participating in a formal assessment process, rather than taking the course.

Definitions

Assessment process is the process of a student performing a number of tasks and showing samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course. The student's performance and the quality of his or her work are evaluated by a certificated teacher who has expertise in the subject/course in question.

Course refers to a course at a higher level in a course sequence than the course for which the student has prerequisites, or to a course at a similar level in an alternative course sequence.

Course challenge is a provision that allows senior high school students who believe that they have acquired the knowledge, skills and attitudes as defined by the program of studies for a given course (and are ready to demonstrate that achievement) to participate in a summative assessment/evaluation process, be given a final course mark, and, if successful, credits in that course.

Course challenge in diploma examination courses applies only to the school-awarded mark component of the course, and therefore will NOT result in a final course mark or in credits until after the student successfully completes the diploma examination for that course.

Course sequence refers to a sequence of courses that together comprise a complete set of prerequisites; e.g., French 10–20–30, French Language Arts 10–20–30.

School authority includes any school board, chartered school board or funded accredited private school.

Summative evaluation means final evaluation of learning outcomes.

The course challenge process shall be available to a high school student in Alberta who believes that he or she possesses the knowledge, skills and attitudes for a high school course as specified in the program of studies, and is ready to demonstrate that achievement through a formal, summative assessment. For diploma examination courses, this applies only to the school-awarded mark component.

The course challenge does not apply for courses having no specifically defined content in the program of studies; e.g., special projects and work experience. French 13 is also excluded from the course challenge provision.

Students

The student shall initiate the course challenge process, and shall take the responsibility for providing evidence of readiness to challenge a course; e.g., a portfolio, other collection, or documentation of work and/or experience, a recommendation from a junior high teacher.

A student who successfully completes a course challenge of the school-awarded mark component of a diploma examination course must write the diploma examination in order to be eligible for a final course mark and credit in that course.

High School Principal

- Course challenges shall be administered by the senior high school according to its policy, only after the student is enrolled in the senior high school.
- A student's readiness for course challenge shall be determined through consultation that includes the high school principal, student, parent(s), and subject teacher(s). The consultation shall include discussion of the student's chance of successfully meeting the acceptable standard for the course, and the student's apparent capacity to handle successfully the course at the next level.
- The high school principal shall make the final decision about the student's readiness for the course challenge. The principal shall base this decision on the consultation noted above.

- The high school principal shall ensure that assessment for course challenges includes strategies that will assess the breadth and scope of the learning expectations for the course as outlined in the program of studies, in a timely and practical manner.
- The high school principal shall assign the administration and evaluation of assessment for a course challenge to a certificated teacher who has taught the course.

Marks, Credits, Reporting

- The high school principal shall report a student's achievement in a course challenge according to the directive under Reporting Student Achievement in Senior High School Subjects in the Student Achievement in Senior High School Subjects section.
- A student who successfully demonstrates through the course challenge process that he or she possesses the outcomes for the course to at least the acceptable standard, shall be awarded a final course mark and credits for the course challenged, except in diploma examination courses, which require the school-awarded mark to be combined with the diploma examination mark before a final course mark or credit is possible.
- Upon a student's successful completion of a course challenge, waived prerequisite credits and a "P" for pass for courses lower in the course sequence shall be awarded.

Funding

- A school shall not charge funded high school students or their families a fee for administering course challenges. Schools shall receive 20% of the full credit enrollment unit funding for a student who completes a course challenge and who does not choose to take the course in that semester. See below.
- A student who challenges the course, either successfully or unsuccessfully, may subsequently choose to take the course.
- If a student chooses to take a course in the same semester in which he or she attempts a course challenge either successfully or unsuccessfully, the school shall submit only the course mark. That is, in such circumstances, any mark

achieved through the course challenge process is invalid, and the school will be funded for the full credit enrollment unit.

- A student shall attempt a particular course challenge only once. If the student is unsuccessful, but wants credit in the course, or wishes to raise his or her mark, the student is required to take the course.

School Authorities

- Each school authority shall have a policy that governs the administration of course challenges in the senior high schools under the jurisdiction of that authority.
- Each school authority shall establish procedures to communicate to parents and students the availability of, and procedures for, course challenges.
- A school authority shall make arrangements to provide appropriate course challenge assessments for the full range of senior high school courses offered by the school authority, other than for those exceptions noted under General above and in the Awarding Course Credits section.
- A school authority may choose to provide for requests to challenge courses not offered by the school authority by arranging with other school authorities for such challenges. A student who undertakes such a course challenge shall assume all expenses, other than those normally assumed by a school for assessment; e.g., personal transportation.

Information Bulletin on HIV/AIDS in Educational Settings

This information bulletin provides information and advice for school authorities and regional health authorities to meet their joint responsibility in providing educational programming to all eligible children and to protect the general public from communicable diseases.

Background

AIDS (acquired immunodeficiency syndrome) is the end phase of a infection with HIV (human immunodeficiency virus). This virus attacks the body's natural defense mechanisms, the immune system, steadily weakening one's ability to resist various infectious diseases and cancers. It often takes ten to twelve years or longer for adults infected with HIV to develop AIDS; in infants and children, AIDS may progress much more rapidly.

There is no vaccine to prevent HIV infection; the ability of the virus to undergo a continual process of mutation makes it unlikely a successful vaccine will be developed within the next several years. While presently there are no drugs that will "cure" HIV infection, encouraging progress has been made in recent years in the clinical management of persons living with HIV/AIDS. By taking a combination of newer antiviral drugs, often referred to as a "cocktail," the amount of virus present in the body can be vastly reduced, allowing the body's immune system to return toward near normal levels. Along with other medications aimed at preventing the onset of the most common of the so-called "opportunistic infections" (*Pneumocystis carinii* pneumonia, PCP), current therapy allows many persons with HIV infection/AIDS to maintain active, productive, relatively healthy lives for many years. However, adherence to the intensive, and expensive, drug regimen is challenging for even the most conscientious individuals. Furthermore, the virus can mutate to develop resistance to the antiviral drugs currently available, with the result that HIV infection must still be considered as a potentially lethal disease.

However, HIV infection is preventable. We know how to reduce the risk of someone becoming infected. Among adults and adolescents in Canada, HIV is spread mainly through sexual contact, both heterosexual and homosexual, and by the sharing of needles and syringes to inject drugs. This can include injection of steroids by athletes or body-builders. Since November 1985, all blood donors in Canada have been tested for HIV and the risk of being infected through a blood transfusion has been virtually eliminated. Laboratory tests have shown that HIV is present mainly in blood, semen and vaginal secretions; although the virus has been detected in small amounts in saliva and tears, there are no documented reports of HIV spread from contact with these fluids.

Casual contact, such as hugging, shaking hands or sharing a glass, does not result in transmission of HIV.

There are reports of relatively small numbers of health care workers who have been infected with HIV in the workplace. Exposure to the virus has usually taken place through penetrating injuries with needles or other sharp instruments contaminated with blood. Other forms of contact, such as having blood splashed into the eyes or mouth, or prolonged contact with blood on skin damaged by disease or open wounds, have rarely resulted in HIV infection. Caution is urged for anyone handling another person's blood or other body fluids since these may contain HIV or viruses that cause hepatitis B or C; in many instances, both infected individuals and their attending physicians may be unaware of the infection.

Despite the amount of knowledge gained about how HIV is and is not spread, some persons are still very fearful of becoming infected with the virus through day to day activities and contact with people in the workplace. Efforts should be made to recognize that the fear is very real for those people and should be dealt with through patience, understanding and improved education about HIV transmission.

HIV Infection in Children

The majority of children with HIV infection acquired the virus from their infected mothers. HIV may spread from mother to infant during pregnancy, during the delivery or, less commonly, through breast-feeding. A few children in Canada were infected through transfusions of contaminated blood or blood products; e.g., those with hemophilia. A few, isolated reports of HIV spread to children in a household where there is someone known to be infected have revealed unusual situations that probably accounted for unrecognized exposure to blood.

As of December 31, 1997 there were 170 cases of AIDS reported in Canada among children less than 15 years old, and most of these have died. The number of infants and children currently infected with HIV is not known.

None of the identified cases of HIV infection in children in Canada or the United States has been transmitted in school, day-care and foster care settings, or through casual person-to-person contact. There is no evidence that the types of interaction usual among school children pose any risk of transmitting the virus, nor is there reason to believe there is any risk from most situations where exposure to blood could occur in a school setting; e.g., someone with a nosebleed.

Nonetheless, standard precautions should be taken. When children/infants are unable to control bodily functions due to illness or have behavioural problems, such as biting, precautions should be taken.

Guidelines

HIV/AIDS is covered under the Communicable Diseases Regulation of the *Alberta Public Health Act* and there is no legal basis on which to prevent children infected with HIV from attending school. The medical record of the child cannot be divulged by medical or health personnel without the permission of the parent or unless this is required for protection of the child or the public, as considered necessary by the local Medical Officer of Health. No notification to school authorities is necessary except in these instances. Similarly, there is no basis on which to exclude HIV-infected teachers or other school staff from the work setting. There is no need for notification of this diagnosis to school authorities. Should school authorities become aware of the diagnosis of HIV infection, the right to privacy of the student or employee must be respected. The information must be kept strictly confidential and the number of persons who are aware of the diagnosis must be on a need-to-know basis only.

The following guidelines have been established on the advice of Alberta Health officials and are based on recommendations made by the Laboratory Centre for Disease Control, Health Canada, and the U.S. Centers for Disease Control. Policies of Alberta school authorities regarding HIV/AIDS should be consistent with these guidelines and should be developed with the assistance of local health personnel. A mechanism for ongoing communication between school authorities and regional health authorities should be established. The provincial government will review these guidelines and, on a regular basis as more information becomes available, revisions or modifications may be made.

- **The child's educational setting should not be restricted.**

For most HIV-infected school-aged children, the benefits of an unrestricted setting would outweigh the risks of their acquiring potentially harmful infections from other children; e.g., chicken pox, and the extremely low or nonexistent risk of transmission of HIV through casual contact. HIV-infected children should be allowed to attend school and ECS programs in an unrestricted setting unless, in the opinion of the Medical Officer of Health and the child's physician, in consultation with the Provincial Health Officer, there are special circumstances that necessitate some restriction.

The need for any possible restricted environment should be reassessed periodically by the Medical Officer of Health and the attending physician.

- **The setting should be based on the child's needs.**

Decisions regarding the type of educational and care settings for HIV-infected children should be based on the behaviour, neurologic development, and physical condition of the child and the expected type of interaction with others in those settings. These decisions are best made using the team approach, including the child's physician, public health personnel, the child's parent or guardian, and personnel associated with the proposed care or educational setting. In each case, potential risks and benefits to both the infected child and to others in the setting should be weighed.

- **A few children may need special settings.**

For the infected preschool-aged child, and for some neurologically handicapped children who lack control of their body secretions or who have behavioural problems, a more restricted environment may be required as determined by the Medical Officer of Health.

- **Mandatory testing inappropriate.**

Mandatory testing for HIV infection as a condition for entry into school or ECS programs is not warranted. Neither students nor staff should be subjected to such tests.

- **Informing school authorities.**

Providing that routine hygienic practices and policies are in place (see below), the HIV-infected student does not present a risk to other students or staff. Consequently, there is no need to inform school authorities or other staff of the diagnosis, except in instances where it is required for the protection of the child or the public. In the unlikely event that this notification is necessary, the number of personnel who are made aware of the child's condition must be kept to an absolute minimum. Should persons involved in the care and education of such students become aware of the HIV infection, the child's right to privacy must be respected and any record kept must be strictly confidential. Confidentiality of information is required by the *Alberta Public Health Act*.

- **First aid procedures.**

School personnel should be aware of first aid procedures. Proper equipment, including disposable gloves (latex or other similar material) to be worn for any direct contact with blood, should be part of first aid kits. Review first aid procedures with local public health staff.

- **Establishing hygienic practices and policies.**

Routine hygienic practices and policies regarding the cleansing of materials and surfaces contaminated with blood or body fluids should be reviewed with local public health staff to minimize the risk of transmission of any infection, including HIV. Hygienic precautions should be encouraged for all contact with blood or body fluids regardless of whether or not the school has any children known to be infected with HIV. All educational activities involving the extraction and analysis of samples of human fluid or tissue are prohibited in Alberta schools.

- **Staff should not be restricted.**

School staff with HIV infection do not present a risk to either students or other staff. There is no need for any restrictions on their employment. There is no need for notification of this diagnosis to school authorities.

- **Implementing provincial guidelines.**

School authorities, with the assistance of local public health personnel, should develop policies that are consistent with provincial guidelines regarding HIV/AIDS and other infectious diseases. Such policies should be reviewed regularly by school authorities and local health authorities and regular communication maintained on all health matters.

Additional information on HIV/AIDS or other health related matters is available from:

Disease Control and Prevention, Alberta Health
23rd Floor
10025 Jasper Avenue
Edmonton, Alberta
T5J 2N3
Telephone: 780-427-0836
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For more information, contact the Curriculum Standards Branch. Information is also available from the local health authorities located throughout the province. Please contact your regional health authority for information on health services in your area.

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